

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,  
New Delhi-110003

Dated the 17<sup>th</sup> June, 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.

The undersigned is directed to say that this Department is in the process of bringing out up to date Select Lists in the grade of Under Secretary in consultation with UPSC. This Department has initiated action for preparation of proposal for USSL-2015.

2. Officers of up to SOSL-2007 are likely to be in the zone of consideration for USSL-2015. The Department had already obtained APAR dossier and relevant information in respect of SC/ST category officers of this SL. This Department now requires requisite documents in respect of General category officers belonging to SOSL-2007 also. The names of these 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 15.07.2015** 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 any of these officers is on deputation and / or absorbed in any Organization in continuation of deputation (date of deputation / date of absorption should be indicated); and |   |

3.1 **CR Dossiers** Complete ACRs / APARs up to 2014-2015 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 / APARs should be properly arranged (year wise) in the dossier before forwarding to this Department.

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3.2 **Scanning and uploading** The ACRs / APARs from 2005-2006 onwards should be scanned, uploaded and the grading entered in the web based cadre management system at [cscms.nic.in](http://cscms.nic.in). if not already done. **CR dossiers received without entering of data or without uploading in the web based system will be returned.** For any guidance in this regard, they should contact CMC Ltd. Officials at Tele.: 24629890.

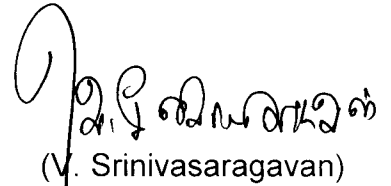
3.3 Ministries / Departments concerned are also requested to ensure that following actions in respect of officers in the zone of consideration for USSL-2015 is duly completed:

- (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 up to 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.

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.



(V. Srinivasaragavan)

Under Secretary to the Government of India

Tele: 24629412

To

All the Ministries/Departments concerned

Sl. No.	CSL No.	Name (S/Shri/Smt./Ms.)	category	Date of birth	Present posting (Ministry/Department)
1	9051	S.C. Sharma	Gen	09/01/1956	Agriculture & Cooperation
2	9040	Vivek Mishra	Gen	23/11/1972	Cabinet Secretariat
3	8992	Bhaskar Kalra	Gen	19/10/1977	Commerce
4	8996	Vinod Kumar	Gen	07/08/1974	Commerce
5	9082	Priya Ranjan	Gen	14/10/1972	Commerce
6	9012	Oruganti Phani	Gen	15/08/1971	Culture
7	9086	Alka Sharma	Gen	03/04/1969	Culture
8	8988	Jitender Singh Choudhary	Gen	31/01/1976	Defence
9	9022	Sanjay Kumar Jha	Gen	05/06/1974	Defence
10	9024	Pankaj Sharma	Gen	22/02/1969	Defence
11	9028	Balbir Singh	Gen	04/02/1969	Defence
12	9037	Raghunath	Gen	30/03/1959	Defence
13	9054	Arun Kumar Shakya	Gen	19/11/1967	Defence
14	9070	Upendra Kumar Tiwari	Gen	01/08/1974	Defence
15	9076	Ajay Kumar	Gen	27/09/1971	Defence
16	9104	Pawan Kumar	Gen	10/10/1966	Defence
17	9002	Madhavendra Pratap Singh	Gen	26/11/1976	Economic Affairs
18	9018	A.G. Subramanian	Gen	03/04/1969	Economic Affairs
19	8984	Ajay Joshi	Gen	22/04/1970	Environment, Forests & Climate Change
20	9004	Harsha Rani	Gen	04/01/1971	Environment, Forests & Climate Change
21	9020	Manoj Kumar Pathak	Gen	26/12/1960	Environment, Forests & Climate Change
22	8987	A.K. Bhola	Gen	15/03/1956	Expenditure
23	8990	Abhay Nandan Sahay	Gen	19/12/1976	Expenditure
24	9016	Shah Faiz Ahmed	Gen	01/07/1974	Fertilizers
25	9112	Punit Kumar Ghosh	Gen	19/10/1975	Financial Services
26	9066	Rama Shanker	Gen	17/10/1970	Food & Public Distribution
27	8999	V.K. Govil	Gen	30/05/1957	Health & Family Welfare
28	9050	Manjit Singh	Gen	30/10/1957	Health & Family Welfare
29	9106	K. Rajan	Gen	15/08/1968	Higher Education
30	8980	Ritesh Kumar	Gen	16/11/1982	Home Affairs
31	8998	Rajnandan Kumar	Gen	23/07/1973	Home Affairs
32	9010	Manoj Kumar Bansal	Gen	26/06/1975	Home Affairs
33	9026	Rajesh Ranjan	Gen	07/07/1974	Home Affairs
34	9038	Hitlar Singh	Gen	05/02/1974	Home Affairs
35	9060	Ajay Kumar Singh	Gen	12/09/1970	Home Affairs
36	9068	Deepak Kumar	Gen	29/01/1974	Home Affairs
37	9100	Rajendra Kumar Dutta	Gen	01/03/1971	Home Affairs
38	9102	Akhilesh Kumar Singh	Gen	15/12/1969	Home Affairs

Sl. No.	CSL No.	Name (S/Shri/Smt./Ms.)	category	Date of birth	Present posting (Ministry/Department)
39	9036	Ajit Singh	Gen	12/01/1956	Industrial Policy & Promotion
40	9058	Rajan Sood	Gen	14/02/1957	Industrial Policy & Promotion
41	9008	Vinay Kumar	Gen	01/01/1970	Labour & Employment
42	9072	Gya Prasad	Gen	25/02/1970	Micro, Small & Medium Enterprises
43	9088	Sunil Kumar Gupta	Gen	01/06/1975	Minority Affairs
44	8986	Dinesh Kochher	Gen	21/07/1974	Niti Ayog
45	9014	Amit Srivastava	Gen	11/11/1975	Personnel & Training
46	9048	Gracy Varghese	Gen	10/05/1961	Personnel & Training
47	9062	A.M.U. Mahesh	Gen	01/06/1974	Petroleum & Natural Gas / Asstt. PS to MOS(PP)
48	9108	Sonu Bhatia	Gen	21/08/1971	Posts
49	9032	Arjun Rana	Gen	31/10/1975	Power
50	9064	Raj Kumar Gupta	Gen	05/01/1969	Prime Minister's Office
51	9080	Vishwa Nath Dwivedi	Gen	15/03/1973	Prime Minister's Office
52	9000	Yogesh Sharma	Gen	03/12/1971	Revenue
53	9098	Madan Kumar Jaiswal	Gen	15/09/1969	Revenue
54	9096	Vijay Kumar Patnayak	Gen	03/01/1973	Road Transport & Highways
55	9078	Yogender Kumar	Gen	05/03/1973	Rural Development
56	9042	Rameshwar Kumar	Gen	02/10/1978	Shipping
57	9056	Pal Ravindran K.	Gen	21/05/1973	Shipping
58	9110	Virender Kumar	Gen	13/05/1971	Shipping
59	9114	Aloke Kumar Nandy	Gen	02/01/1973	Supply
60	9092	Vibhuti Panjiyar	Gen	29/07/1979	Telecommunications
61	8982	Sowmya Srikanth	Gen	26/03/1975	Textiles
62	9006	Rakesh Kumar Dixit	Gen	16/09/1972	Union Public Service Commission
63	9090	Deepak Kochhar	Gen	14/06/1974	Union Public Service Commission
64	8994	Ashok Kumar Pandey	Gen	21/11/1968	Urban Development
65	9034	Ashok Kumar Singh	Gen	01/09/1972	Urban Development
66	9052	Abhishek Biswas	Gen	01/12/1973	Urban Development
67	9084	Rajeev Kumar	Gen	14/12/1974	Urban Development
68	9094	Shambhu Sharan Prasad Sinha	Gen	03/08/1971	Urban Development
69	9046	Indrajit Kuri	Gen	01/10/1973	Woman & Child Development
70	9074	Suresh Yadava	Gen	18/06/1972	Youth Affairs & Sports

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).
			( 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> )	Also indicate if resigned, took VRS or expired and date of occurrence of event	

\_\_\_\_\_  
(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: \_\_\_\_\_