

**No.12/2/2019-CS.II(B)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**  
**CS.II(B) Section**

3<sup>rd</sup> Floor, Lok Nayak Bhawan  
Khan Market, New Delhi-110003  
Dated 12<sup>th</sup> February, 2019

**OFFICE MEMORANDUM**

**Subject: Zone of consideration for inclusion in the Select List of Sr. Secretariat Assistant of CSCS for the Select List Years 2016 and 2017 against Seniority Quota-reg.**

The undersigned is directed to convey the approval of the competent authority for issue of zone of consideration for inclusion in the Select List (Seniority Quota) for 2016 and 2017 in the Senior Secretariat Assistant Grade of CSCS. The zone will be as follows:

Select List Year	Proposed zone
2016	All the JSAs of Select List 2008 and all the unabsorbed JSAs of previous zones who have qualified type test or exempted from type test and have completed 8 years' approved service as on 01.07.2016.
2017	All the JSAs of Select List 2009 and all the unabsorbed JSAs of previous zones who have qualified type test or exempted from type test and have completed 8 years' approved service as on 01.07.2017.

2. The cadre units authorities of CSCS are requested to take immediate action for conducting DPCs in respect of the officials included in the "Zone of Consideration" mentioned above and to promote the officials as Sr. Secretariat Assistants on regular basis by including them in the Select List Year 2016 and 2017 under Seniority Quota. The procedure for filling up of vacancies in the grade of SSA is as under:-

- (i) The Cabinet in the 1<sup>st</sup> Cadre Review Committee of CSS for the year 2003, decided to wither away 90% posts of SSA in future as and when these fall vacant, retaining the remaining 10% for promotion of the residual JSA Cadre. As on 03.10.2003, the authorised cadre strength of SSA was 5377. Vide DoP&T's order No. 19/1/2012-CS.I dated 03.04.2013, 1467 posts of SSA were upgraded to the posts of Assistant Section Officer.
- (ii) Now, out of 3910(5377-1467) posts of SSA, 2294 posts have already been abolished during Select List-2015, leaving the sanctioned strength of SSA as 1616 as on 01.07.2016. The authorised sanctioned strength of SSA as on 01.07.2016 and the target to be achieved in order to comply cabinet decision taken in the First Cadre Review of CSS for the year 2003 has been placed at **Annexure-I.**

(iii) Cadre units are requested to determine the exact number of vacancies created by way of promotion, retirement, VRS, Technical Resignation; expire etc during the Select List Year- 2016 (counted w.e.f. 01.07.2016 to 30.06.2017) and 2017(counted w.e.f. 01.07.2017 to 30.06.2018).

(iv) Divide the vacancies for the SLY-2016 and SLY-2017 in the ratio of 3:1(75% for SQ and 25% for DE) separately for promotion under Seniority Quota and for filling up through UD Grade LDCE Quota.

(v) Promote the JSA of SL-2008 and SL-2009 under seniority quota against 75% vacancies and intimate 25% vacancies for filling up through UD Grade LDCE-2016 and 2017(this Department will carry forward the unfilled vacancies for DE quota of 2016 to SL-2017) as per **Annexure-II**.

(vi) If the SQ vacancies under 75% quota is more than the eligible officers, first promote the eligible JSAs to the posts of SSA and intimate 1/3 of SQ so promoted for UD Grade LDCE-2016 and 2017, then **abolish the remaining sanctioned strength of SSA in order comply with the cabinet decision taken in the first cadre review for the year-2003.**

3. Order for regular promotion should be issued subject to the following conditions:-

(i) The officials concerned is clear from vigilance angle in terms of this Department's OM No. 22034/4/2012-Estt.(D) dated 02.11.2012 and other relevant instructions on the subject;

(ii) If an officer is undergoing penalty, notification should not be issued for regular promotion and in such cases notification should be issued only after the currency of the penalty is over in terms of DoP&T's OM No. 22034/5/2004-Estt.(D) dated 15.12.2004. Such cases should also be informed to this Department.

(iii) **The officers, who were in service on the crucial Select List Year but had retired as JSA subsequently on superannuation or otherwise, should be considered for inclusion of their names in the aforesaid Select List of SSA in pursuance of this Department's OM No. 22011/4/98-Estt.(D) dated 12.10.1998 to identify the correct zone of consideration for the relevant Select List. However, their appointment should be notified as the retired persons would not be available for actual promotion from a prospective date.**

4. The cadre units, while issuing promotion orders may invariably mention that the promotion of the officials figuring in the list would be subject to the outcome of the following court cases or any order passed by the respective court:-

- (i) The SLP(C) No. 30621/2011 arising out of the final judgment and order dated 15.07.2011 in WP(C) No. 13218/2009 passed by the Hon'ble High Court of Punjab & Haryana and other connected cases before the Hon'ble Supreme Court;
- (ii) The SLP(C) No. 31288 arising out of the Hon'ble Delhi High Court judgment dated 23.08.2017 in WP(C) No. 3490/2010 filled by the All India Equality Forum & Ors. Vs. UOI & Ors. and other related court cases in any competent court;
- (iii) Any other court cases in connected matter;

5. Details of the officials promoted and otherwise, may be intimated to this Department in the prescribed proforma (**Annexure-III and Annexure-IV**) to enable further necessary action to issue Select List of SSAs for the year 2015, latest by 15.02.2019.

6. Some officials included in the zone of promotion for Select List of SSA under seniority quota for the year 2016 and 2017 may be on deputation as on date. The avail the benefit of promotion, such officers have the following two options; either they may repatriate to their parent cadre; or they avail proforma promotion from the date of promotion of their immediate junior.

7. All Ministries / Departments are, therefore, requested to consider the requests for proforma promotion, if any, in terms of extant instructions and issue necessary orders with referring the matter to this Department.

8. Officials available in the zone in particular cadre units over and above the vacancies for that year have to be reported to DoP&T after conducting DPC for centralized allocation to some other cadre unit.

9. After promoting the officials against SLY-2016 and 2017(SQ), the remaining vacancies in the cadre units row no. 9 of **Annexure-II** may be abolished immediately in order to comply with Cabinet decision taken in the 1<sup>st</sup> cadre review of CSS for the year 2003. A copy of the abolition order may also be endorsed to this Department.

10. Copy of promotion orders should invariably be endorsed to this Department for record.

11. This OM is also available in the public domain of this Department's website. The download path is→ <http://persmin.nic.in>→ Central Secretariat → CSCS → zone of promotion (JSA to SSA).

Encl:- As above

  
(Chirabrata Sarkar)

Under Secretary to the Govt. of India  
Telefax:- 24654020

To

Participating cadre authorities of CSCS [DS/Director (Admn.)]  
(As per Annexure-V)

**Annexure-I****Authorised sanctioned strength of Senior Secretariat Assistant as on 01.07.2016 and final sanctioned strength to be achieved**

S. No.	Name of Ministry / Departments	Sanctioned strength of SSA as on 01.07.2016	Sanctioned strength of SSA to be achieved
1	Agriculture, Cooperation and Farmers Welfare	101	24
2	Civil Aviation	41	9
3	Coal	7	2
4	Commerce	56	18
5	Corporate Affairs	16	3
6	Consumer Affairs	5	2
7	Culture	20	6
8	Defence	52	20
9	Earth Science	8	2
10	Environment, Forest and Climate Change	31	7
11	Expenditure	97	38
12	Fertilizers	18	5
13	Food and Public Distribution	16	8
14	Health and Family Welfare	46	24
15	Higher Education	55	13
16	Home Affairs	179	40
17	Housing and Urban Affairs	174	47
18	Information and Broadcasting	109	42
19	Industrial Policy and Promotion	52	19
20	Labour and Employment	28	15
21	Legal Affairs	22	6
22	Micro, Small & Medium Enterprises	23	5
23	Mines	7	3
24	Personnel and Training	42	16
25	Petroleum and Natural Gas	11	3
26	Posts	30	8
27	Power	49	16
28	Road Transport and Highways	13	6
29	Rural Development	18	5
30	Science and Technology	17	7
31	Shipping	13	3
32	Skill Development & Entrepreneurship	4	2
33	Social Justice and Empowerment	23	6
34	Steel	4	3
35	Supply	24	4
36	Telecommunications	35	21
37	Union Public Service Commission	96	26
38	Water Resources, RD & GR	43	20
39	Women and Child Development	16	3
40	Youth Affairs and Sports	15	3
<b>Total</b>		<b>1616</b>	<b>510</b>

**Annexure-II****Select List Year-2016**

1	Name of Cadre Unit							
2	Sanctioned Strength of SSA as on 01.07.2016 (Given in Annexure-I)							
3	In position of SSA as on 30.06.2017 (regular only)							
4	Vacancies(2-3)							
5	No. of vacancies for SQ (75%)							
6	No. of vacancies for DE (25%)							
7	Size of Select List(SQ)	UR	SC	ST	Total	PH(out of total)		
						OH	VH	HH
8	Size of Select (DE)	UR	SC	ST	Total	PH(out of total)		
						OH	VH	HH
9	No. of posts to be abolished as per Cabinet decision in the year 2003 [(5-7)+(6-8)], if any.							

**Certificate from Cadre Controlling Authority**

It is certified that approval of Additional Secretary / Joint Secretary of the Administration / Establishment has been taken for reporting the above stated vacancy position.

**Signature of Under Secretary (Admn.)  
(along with official seal)**

## Certificate of the Liaison Officer

Certified that I have checked up the relevant roster maintained by the cadre authority in respect of recruitment to the aforesaid cadre of the CSCS through the mode and for the quota(if any) as indicated above and find out the position regarding reservation of vacancies including carry forward reserved vacancies indicated above by the cadre authority is correct.

2. It is also certified that cadre authority has followed instructions for reporting vacancies for Physical Handicaps.

3. Instruction of OM No. 36012/5/97-Estt.(Res.)-Vol.II dated 20<sup>th</sup> July, 2000 regarding treatment of backlog vacancies reserved for SC and ST category and non-applicability of 50% ceiling has been strictly followed while reporting vacancies.

(Signature)

(Please put seal of Liaison Officer)

- Note:- (I) **Any change in position should immediately be brought to the notice of the CS Division, DoP&T.**
- (II) **The SC/ST vacancies in the case of promotion which have remained unfilled in earlier years are to be treated as distinct and separate group and will not be considered together with reserved vacancies of the year in which they are being filled up the determining the 50% reservation for total number of vacancies for a year. [OM No. 36012/5/97-Estt.(Res)-Vol.II dated 20.07.2000]**
- (III) **There shall be a separate Roster for Departmental Examination Quota and Seniority Quota. The number of points in a Roster for a particular mode of recruitment shall be equal to the number of persons already in place recruited through that mode of recruitment plus the number of posts to be filled through that mode of recruitment in a particular Select List Year. Post Based Roster should be used to work out reservation points in different mode of recruitment and not to work out number of vacancies to be filled from different mode of recruitment i.e. Reservation Roster should not be mixed with the vacancy / Recruitment Roaster.**

**Select List Year-2017**

1	Name of Cadre Unit							
2	Sanctioned Strength of SSA as on 01.07.2017 (Given in Annexure-I – No. of posts of SSA abolished)							
3	In position of SSA as on 30.06.2018 (regular only)							
4	Vacancies(2-3)							
5	No. of vacancies for SQ (75%)							
6	No. of vacancies for DE (25%)							
7	Size of Select List(SQ)	UR	SC	ST	Total	PH(out of total)		
						OH	VH	HH
8	Size of Select (DE)	UR	SC	ST	Total	PH(out of total)		
						OH	VH	HH
9	No. of posts to be abolished as per Cabinet decision in the year 2003 [(5-7) + (6-8)], if any.							

**Certificate from Cadre Controlling Authority**

It is certified that approval of Additional Secretary / Joint Secretary of the Administration / Establishment has been taken for reporting the above-stated vacancy position.

**Signature of Under Secretary (Admn.)  
(Along with official seal)**

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2. It is also certified that cadre authority has followed instructions for reporting vacancies for Physical Handicaps.

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**Annexure-V**

<b>S. No.</b>	<b>Communication address</b>
1	US (Admn.), D/o Agriculture, Cooperation & FW, Krishi Bhavan, New Delhi.
2	US (Admn.), M/o Civil Aviation, Rajiv Gandhi Bhavan, New Delhi.
3	US (Admn.), M/o Coal, Shastri Bhavan, New Delhi.
4	US (Admn.), M/o Commerce & Industry, Udyog Bhavan, New Delhi.
5	US (Admn.), M/o Commerce( Supply Division), Nirman Bhavan, New Delhi.
6	US (Admn.), M/o Corporate Affairs, Shastri Bhavan, New Delhi.
7	US (Admn.), D/o Consumer Affairs, Krishi Bhavan, New Delhi.
8	US (Admn.), D/o Culture, Shastri Bhavan, New Delhi.
9	US (Admn.), M/o Defence, 'B' Wing, Sena Bhavan, New Delhi.
10	US (Admn.), M/o Earth Sciences, Prithvi Bhavan, New Delhi.
11	US (Admn.), M/o Env. & Forests, Indira Paryavaran Bhavan, New Delhi.
12	US (Admn.), D/o Expenditure, North Block, New Delhi.
13	US (Admn.), D/o Fertilizers, Shastri Bhavan, New Delhi.
14	US (Admn.), D/o Food & Public Distribution, Krishi Bhavan, New Delhi.
15	US (Admn.), M/o Health & Family Welfare, Nirman Bhavan, New Delhi.
16	US (Admn.), D/o Higher Education, Shastri Bhavan, New Delhi.
17	US (Admn.), M/o Home Affairs, North Block, New Delhi.
18	US (Admn.), M/o Housing & Urban Affairs, Nirman Bhavan, New Delhi.
19	US (Admn.), D/o Industrial Policy & Promotion, Udyog Bhavan, New Delhi.
20	US (Admn.), M/o Information & Broadcasting, Shastri Bhavan, New Delhi.
21	US (Admn.), M/o Labour, Shram Shakti Bhavan, New Delhi.
22	US (Admn.), D/o Legal Affairs, Shastri Bhavan, New Delhi.
23	US (Admn.), M/o MSME, Udyog Bhavan, New Delhi.
24	US (Admn.), M/o Mines, Shastri Bhavan, New Delhi.
25	US (Admn.), D/o Personnel & Training, North Block, New Delhi
26	US (Admn.), M/o Petroleum & Natural Gas, Shastri Bhavan, New Delhi.
27	ADG (Admn.), D/o Posts, Dak Bhavan, Sansad Marg, New Delhi.
28	US (Admn.), M/o Power, Shram Shakti Bhavan, New Delhi.
29	US (Admn.), M/o Road, Transport & Highways, Transport Bhavan, New Delhi.
30	US (Admn.), M/o Rural Development, Krishi Bhavan, New Delhi.
31	US (Admn.), D/o Science & Technology, Technology Bhavan, New Delhi.
32	US (Admn.), M/o Shipping, Transport Bhavan, New Delhi.
33	US(Admn.), M/o Skill Development & Entrepreneurship, Shivaji Stadium Annex Building, Shaheed Bhagat Singh Marg, New Delhi-110001
34	US (Admn.), M/o Social Justice & Empowerment, Shastri Bhavan, New Delhi.
35	US (Admn.), M/o Steel, Udyog Bhavan, New Delhi.
36	US (Admn.), D/o Telecommunication, Sanchar Bhavan, New Delhi.
37	US (Admn.), UPSC., Dhoolpur House, Shahjahan Road, New Delhi
38	US (Admn.), M/o Water Resources, RD & GR, Shram Shakti Bhavan, New Delhi
39	US (Admn.), M/o Women & Child Development, Shastri Bhavan, New Delhi
40	US (Admn.), M/o Youth Affairs & Sports, Shastri Bhavan, New Delhi