

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

2nd Floor, Lok Nayak Bhavan,
New Delhi-110003

Dated the 31st March, 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. Proposal for preparation of USSL-2014 will be forwarded to UPSC shortly on receipt of complete information from Ministries/ Departments. This Department has initiated action for preparation of proposal for USSL-2015 also.

2. Officers of General category up to SOSL-2006 and Officers of SC/ST categories up to SOSL-2007 are likely to be in the zone of consideration for USSL-2015. This Department now requires requisite documents in respect of General category officers belonging to SOSL-2006 and SC/ST category officers belonging to SOSL-2007. The names of these officers are indicated at Annexure-I & Annexure-II 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 30.04.2015 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 cscms.nic.in |
| (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.

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. **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:

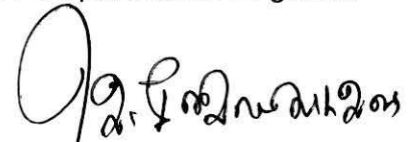
- (a) provisions of DoP&T's O.M. No.21011/1/2010-Estt.(A) dated 14.5.2009 regarding disclosure of APARs have been complied with; and,
- (b) action in terms of DoP&T's O.M. No.21011/1/2010-Estt.A dated 13.4.2010 have been completed regarding **below benchmark grading** in ACRs prior to the reporting period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



(Y. Srinivasaragavan)

Under Secretary to the Government of India
Tele: 24629412

To

All the Ministries/Departments concerned

Annexure-I

Sl.No.	CSL No.	Name S/Shri/Smt.	Cat.	Date of birth	Present posting (Ministry/Department)
1	8762	Pramod Bhardwaj	Gen	04/07/1978	Economic Affairs
2	8764	Shobhit Gupta	Gen	29/07/1976	DONER
3	8766	Satish Kumar	Gen	01/01/1977	Health & Family Welfare
4	8768	Anurag Goel	Gen	26/12/1973	Expenditure
5	8770	Niraj Singh	Gen	02/11/1973	Home Affairs
6	8772	Paras Kumar Singh	Gen	05/08/1972	Textiles
7	8774	Rahul Deo Diwakar	Gen	05/01/1973	Industrial Policy & Promotion
8	8776	Santosh Kumar	Gen	18/12/1972	Revenue
9	8778	Soumyajit Ghosh	Gen	11/10/1974	Expenditure
10	8780	Kundan Nath	Gen	01/06/1969	Higher Education
11	8782	Avinash Chander	Gen	12/10/1977	Revenue
12	8784	Pulok Sen Gupta	Gen	11/03/1971	Civil Aviation
13	8786	D. Dan Barnwal	Gen	17/09/1973	Labour & Employment
14	8788	Arvind Kumar Jha	Gen	20/11/1969	Staff Selection Commission
15	8790	Balram Singh	Gen	14/01/1972	Petroleum & Natural Gas
16	8792	Anuj Kumar	Gen	01/10/1968	Industrial Policy & Promotion
17	8794	Surajit Indu	Gen	03/01/1967	Defence
18	8796	Nishat Kumar	Gen	01/12/1975	Commerce
19	8798	Pramod Kumar Verma	Gen	28/11/1975	Expenditure
20	8800	Shameem Uddeen Ansari	Gen	11/07/1976	Rural Development
21	8802	Shambhu Nath Pal	Gen	01/05/1972	Corporate Affairs
22	8804	Vikas Tripathi	Gen	10/01/1972	Higher Education
23	8806	Milind Mujumdar	Gen	12/11/1971	Staff Selection Commission
24	8808	Dilip Kumar	Gen	04/01/1972	Home Affairs
25	8810	Neelam	Gen	30/04/1973	Economic Affairs
26	8812	Kulvinder Singh	Gen	16/09/1978	Heavy Industries
27	8814	Imtiyaz Ahmad Kamal	Gen	22/07/1973	Culture
28	8816	Ranajit Kumar Roy	Gen	07/12/1974	Union Public Service Commission
29	8818	Rajesh Sarswat	Gen	01/07/1970	Personnel & Training
30	8820	Tara Chandar	Gen	10/08/1977	Culture
31	8822	Asghar Ali	Gen	10/08/1978	Industrial Policy & Promotion
32	8824	Ratnakar Yadav	Gen	25/07/1977	Health & Family Welfare
33	8826	Anupam Pandey	Gen	30/05/1971	Urban Development
34	8828	Anil Yadav	Gen	04/10/1969	Economic Affairs
35	8830	Sanjay Kumar Tiwari	Gen	15/03/1974	Prime Minister's Office
36	8832	Shariq Saeed	Gen	04/03/1976	Petroleum & Natural Gas
37	8834	Unni Krishnan T.	Gen	28/05/1972	Culture
38	8836	Anil Bajpai	Gen	29/12/1973	Personnel & Training
39	8838	Aditya Narayan	Gen	01/04/1972	Expenditure
40	8840	Rajeev Kumar Das	Gen	31/10/1970	Posts
41	8842	Shanti Negi	Gen	12/10/1968	Science & Technology
42	8844	Monika Yadav	Gen	19/07/1968	Youth Affairs & Sports
43	8846	Md. Nadeem	Gen	22/01/1970	Steel
44	8848	Neetu Malhotra	Gen	02/02/1978	Youth Affairs & Sports
45	8852	Sabak Lal Prasad	Gen	05/05/1973	Agriculture & Cooperation
46	8854	Sanjay Kumar	Gen	05/12/1968	Expenditure

47	8856	Kaushik Choudhury	Gen	25/09/1970	Defence
48	8858	V. Kalyani	Gen	30/07/1956	Information & Broadcasting
49	8860	Manish Ranjan Shrivastav	Gen	04/10/1975	Cabinet Secretariat
50	8864	Ajay Kumar	Gen	15/11/1973	Agriculture & Cooperation
51	8868	Sarala Devi P.P.	Gen	30/11/1955	Science & Technology
52	8870	Pothuraju Vinay Kumar	Gen	08/06/1970	Mines
53	8872	Chandra Shekhar	Gen	09/12/1959	Revenue
54	8874	V.P. Rajvedi	Gen	12/01/1967	Commerce
55	8876	K. Srinivasan	Gen	18/11/1958	Textiles

Annexure-II

Sl.No.	CSL No.	Name (S/Shri/Smt.)	Cat.	Date of birth	Present posting (Ministry/Department)
1	9116	Rakesh Kumar	SC	05/08/1973	Health & Family Welfare
2	9118	Ashok Kumar	SC	15/07/1972	Rural Development
3	9120	Praveen Kumar	SC	10/01/1969	Health & Family Welfare
4	9122	Harit Kumar Shakya	SC	07/10/1977	Commerce
5	9124	Rajender Singh Sidhu	SC	01/05/1975	Mines
6	9126	Ram Kishan Trehan	SC	01/04/1957	Food & Public Distribution
7	9128	Vinod Kumar	SC	08/08/1969	Corporate Affairs
8	9130	Balasubramanian P.	SC	26/05/1964	Personnel & Training
9	9132	Jnanatosh Roy	SC	01/06/1967	Cabinet Secretariat
10	9133	Sailesh Kumari	SC	15/07/1955	Economic Affairs
11	9134	Uma Chopra	SC	07/07/1965	Defence
12	9135	Surinder Rani	SC	08/02/1957	Home Affairs
13	9136	Vijay Kumar	SC	14/07/1962	Higher Education
14	9138	Sobeer Singh	SC	05/01/1972	Petroleum & Natural Gas
15	9140	Shiv Nandan Kumar	SC	15/02/1966	Micro Small & Medium Enterprises
16	9141	Shiv Charan	SC	11/11/1956	Supply
17	9142	Amarjeet Sroa	SC	06/10/1971	Health & Family Welfare
18	9144	Nar Singh Chauhan	SC	03/07/1958	Urban Development
19	9145	V.K. Khuttan	SC	14/04/1957	Personnel & Training
20	9146	Sunil Kumar Bhardwaj	SC	10/12/1962	Defence
21	9148	Puran Chand	SC	10/12/1957	Labour & Employment
22	9150	Ram Raj	SC	15/08/1957	Home Affairs
23	9151	Arun Kumar	SC	01/07/1964	Urban Development
24	9152	Micheal Sundar Paul Dara	SC	14/08/1968	Urban Development
25	9153	Indu S. Kumbhare	ST	01/07/1962	Tribal Affairs
26	9154	Narender Kumar	SC	15/09/1961	Shipping
27	9155	Lakhmi Chand	SC	01/08/1966	Revenue
28	9156	Vidyawati	SC	15/08/1972	Power
29	9157	Debadutta Behera	SC	10/07/1968	Information & Broadcasting
30	9158	Arun Kumar	SC	23/10/1968	Labour & Employment
31	9159	Sarla Kumari	SC	26/10/1970	Agriculture & Cooperation
32	9161	Gokul Chand	SC	22/06/1962	Science & Technology

PROFORMA – I

Sl. No.	Name of the officers	CSL No.	Whether clear from vigilance angle or not. Indicate Clear/Not Clear as the case may be. If not clear 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 cscms.nic.in)		

(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: _____