

**Reminder-I**

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 29<sup>th</sup> July, 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 refer to this Department's O.M. of even number dated 17.06.2015 on the subject mentioned above (uploaded on web-site [www.persmin.nic.in](http://www.persmin.nic.in) → DoPT → **Central Secretariat** → CSS → Promotions → **Promotion (Regular)** → SO to US), and to say that Ministries/ Departments concerned were requested to furnish (i) complete CR dossiers, (ii) vigilance status, (iii) status of imposition of penalty, if any, (iv) ACRs/ APARs disclosure certificate and (iv) personal information in respect of the officers as mentioned in Annexure of the above mentioned O.M. Proformae I & II should be issued by the Ministry/Department concerned.

2. CR dossier and other requisite information in respect of large number of officers as mentioned in **Annexure** have not yet been received. It may be appreciated that this Department will be able to finalize DPC proposal for USSL 2015 only after information in respect of all officers has been received. To avoid any further delay, it is imperative that CR dossier and the requisite information is furnished urgently.

3. Ministries/ Departments concerned are therefore, once again requested to furnish complete and upto date CR dossier and other requisite information in respect of the officers as mentioned in Annexure in enclosed **Proformae** latest by 14.08.2015.

  
(V. Srinivasaragavan)

Under Secretary to the Government of India  
Tele: 24629412

To

All the Ministries/Departments concerned

## Annexure

Sl.N o.	CSL No.	Name S/Shri/Smt.	Date of birth	Cat.	SO SL	Present posting (Ministry/Department)	Vigilance status	Whether penalties imposed	APAR dossier	APAR disclosure certificate	Personal information
1	9051	S.C. Sharma	09/01/1956	Gen	2007	Agriculture & Cooperation	Not received	Not received	Not received	Not received	Not received
2	8996	Vinod Kumar	07/08/1974	Gen	2007	Commerce	Received	Received	Received	Not received	Not received
3	9100	Rajendra Kumar Dutta	01/03/1971	Gen	2007	Commerce	Not received	Not received	Not received	Not received	Not received
4	9012	Oruganti Phani	15/08/1971	Gen	2007	Culture	Not received	Not received	Not received	Not received	Not received
5	9086	Alka Sharma	03/04/1969	Gen	2007	Culture	Not received	Not received	Not received	Not received	Not received
6	8984	Ajay Joshi	22/04/1970	Gen	2007	Environment & Forests	Not received	Not received	Not received	Not received	Not received
7	9004	Harsha Rani	04/01/1971	Gen	2007	Environment & Forests	Not received	Not received	Not received	Not received	Not received
8	9020	Manoj Kumar Pathak	26/12/1960	Gen	2007	Environment & Forests	Not received	Not received	Not received	Not received	Not received
9	8987	A.K. Bhola	15/03/1956	Gen	2007	Expenditure	Not received	Not received	Not received	Not received	Not received
10	9112	Punit Kumar Ghosh	19/10/1975	Gen	2007	Financial Services	Not received	Not received	Not received	Not received	Not received
11	9066	Rama Shanker	17/10/1970	Gen	2007	Food & Public Distribution	Not received	Not received	Not received	Not received	Not received
12	8999	V.K. Govil	30/05/1957	Gen	2007	Health & Family Welfare	Received	Received	Not received	Not received	Received
13	9036	Ajit Singh	12/01/1956	Gen	2007	Industrial Policy & Promotion	Not received	Not received	Not received	Not received	Not received
14	9058	Rajan Sood	14/02/1957	Gen	2007	Industrial Policy & Promotion	Not received	Not received	Not received	Not received	Not received
15	8870	Pothuraju Vinay Kumar	08/06/1970	Gen	2006	Mines	Received	Received	Not received	Received	Not received
16	9102	Akhilesh Kumar Singh	15/12/1969	Gen	2007	NATGRID	Received	Received	Not received	Not received	Received
17	8986	Dinesh Kochher	21/07/1974	Gen	2007	Niti Ayog	Not received	Not received	Not received	Not received	Not received
18	9014	Amit Srivastava	11/11/1975	Gen	2007	Personnel & Training	Received	Received	Received	Not received	Not received
19	9048	Gracy Varghese	10/05/1961	Gen	2007	Personnel & Training	Received	Received	Received	Not received	Not received
20	9108	Sonu Bhatia	21/08/1971	Gen	2007	Posts	Not received	Not received	Received	Received	Not received
21	9064	Raj Kumar Gupta	05/01/1969	Gen	2007	Prime Minister's Office	Not received	Not received	Not received	Not received	Not received
22	9080	Vishwa Nath Dwivedi	15/03/1973	Gen	2007	Prime Minister's Office	Not received	Not received	Not received	Not received	Not received
23	9000	Yogesh Sharma	03/12/1971	Gen	2007	Revenue	Received	Received	Received	Not received	Received

Sl.N o.	CSL No.	Name S/Shri/Smt.	Date of birth	Cat.	SO SL	Present posting (Ministry/Department)	Vigilance status	Whether penalties imposed	APAR dossier	APAR disclosure certificate	Personal information
24	9098	Madan Kumar Jaiswal	15/09/1969	Gen	2007	Revenue	Received	Received	Received	Not received	Received
25	9042	Rameshwar Kumar	02/10/1978	Gen	2007	Shipping	Not received	Not received	Received	Not received	Not received
26	9056	Pal Ravindran K.	21/05/1973	Gen	2007	Shipping	Not received	Not received	Received	Not received	Not received
27	9110	Virender Kumar	13/05/1971	Gen	2007	Shipping	Not received	Not received	Received	Not received	Not received
28	8788	Arvind Kumar Jha	20/11/1969	Gen	2006	Staff Selection Commission	Received	Received	Received	Not received	Received
29	8806	Milind Mujumdar	12/11/1971	Gen	2006	Staff Selection Commission	Received	Received	Received	Not received	Received
30	9141	Shiv Charan	11/11/1956	SC	2007	Supply	Received	Received	Received	Not received	Not received
31	9092	Vibhuti Panjiyar	29/07/1979	Gen	2007	Telecommunications	Not received	Not received	Not received	Not received	Not received
32	8982	Sowmya Srikanth	26/03/1975	Gen	2007	Textiles	Not received	Not received	Not received	Not received	Not received
33	8826	Anupam Pandey	30/05/1971	Gen	2006	Urban Development	Received	Not received	Received	Not received	Not received
34	8994	Ashok Kumar Pandey	21/11/1968	Gen	2007	Urban Development	Not received	Not received	Not received	Not received	Not received
35	9034	Ashok Kumar Singh	01/09/1972	Gen	2007	Urban Development	Not received	Not received	Not received	Not received	Not received
36	9052	Abhishek Biswas	01/12/1973	Gen	2007	Urban Development	Not received	Not received	Not received	Not received	Not received
37	9084	Rajeev Kumar	14/12/1974	Gen	2007	Urban Development	Not received	Not received	Not received	Not received	Not received
38	9094	Shambhu Sharan Prasad Sinha	03/08/1971	Gen	2007	Urban Development	Not received	Not received	Not received	Not received	Not received
39	9046	Indrajit Kuri	01/10/1973	Gen	2007	Woman & Child Development	Not received	Not received	Not received	Not received	Not received
40	9074	Suresh Yadava	18/06/1972	Gen	2007	Youth Affairs & Sports	Not received	Not received	Not received	Not received	Not received

**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. If <b>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 of the officer certifying the above details)

Name, designation: \_\_\_\_\_

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

## 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 of the officer forwarding the above details)

Name, designation: \_\_\_\_\_

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