

Most Immediate

**No. 7/1/2007-CS.II
Government of India
Ministry of Personnel, PG and Pensions
Department of Personnel & Training**

Lok Nayak Bhavan, Khan Market, New Delhi-3.

Dated the 12th February, 2010.

OFFICE MEMORANDUM

Subject: - Decentralization of the CSCS – Fixation of RANGE OF SENIORITY for promotion from LDCs' Grade to UDCs' Grade of CSCS- Select List for the year 2007.

The undersigned is directed to say that nominations of surplus officials in the Central Panel to the extent of Seniority Quota vacancies in UDCs' Grade of CSCS available for Select List year 2006 have already been made vide this DOPT's O.M.No.3/1/2009-CS.II dated 25th February, 2009.

2. On the basis of the information furnished by the cadre authorities regarding the number of vacancies in Seniority Quota of UDCs' Grade for the Select list years, 2007 it has been decided that the 'Range of Seniority' for making additions to the Select List (Seniority Quota) for the years 2007 for promotion to UDCs' Grade of Central Secretariat Clerical Service for the Select List years 2007 will be as indicated below:-

(A) 'RANGE OF SENIORITY' for making additions to the Select List for the years 2007 of UDCs' Grade of the CSCS through the Seniority Quota: -

CATEGORY	ZONE(RANGE OF SENIORITY)
a) GENERAL	All unabsorbed LDCs of previous zones and the LDCs recruited in the Select List 1993 upto Rank No. 380(DR) (including Rank No. 380) subject to the condition that they had completed 8 years' approved service as on 1.7.2007
b) S.C.	All unabsorbed LDCs of previous zones and the LDCs recruited in the Select List 1993 upto Rank No. 380(DR)(including Rank No. 380) subject to the condition that they had completed 8 years' approved service as on 1.7.2007
c) S.T.	All unabsorbed LDCs of previous zones and the LDCs recruited in the Select List 1997 and 1998 subject to the condition that they had completed 8 years' approved service as on 1.7.2007
d) PH	All unabsorbed LDCs of previous zones and the LDCs recruited in the Select List 1994 subject to the condition that they had completed 8 years' approved service as on 1.7.2007

3. All cadres may please incorporate the names of their eligible and approved LDCs covered within the 'range of seniority' specified above, in Select List Year **2007** of UDCs' Grade in their respective CSCS Cadre on the basis of seniority subject to the rejection of unfit as provided in the Central Secretariat Clerical Service Rules, 1962 as amended from time to time. All unfilled vacancies of Select List 2007 may be reported this Department. If eligible persons are not available within the cadre, the nomination of persons from the Central Panel will be made by this Department against such vacancies to be furnished by the cadres in the enclosed **Annexure - I**. A copy of the appointments made in Select List of 2007 may be furnished by the cadres in the enclosed **-ANNEXURE-II** along with appointment orders to this Department latest by **15th March, 2010**.

Cont....2/-

4. In order to enable this department to maintain a panel of eligible LDCs for nomination to different cadres who will report surplus vacancies in **Annexure – I**, it is requested that particulars of all the officers, who are within the **RANGE OF SENIORITY (ZONE OF PROMOTION)** specified above and are considered suitable for promotion by the DPC for inclusion in the Select List of UDCs' Grade of CSCS for the year 2007 but could not be included in their own cadres due to non availability of vacancies, may please be forwarded to this Department in the **enclosed Annexure-III** as early as possible and in any case not later than **the 15th March, 2010.**

5. All the cadre controlling authorities of CSCS are requested to place the case of all eligible LDCs, who are covered within the prescribed 'zone' and who have not yet been included in the Select List of UDCs' Grade, before the **Departmental Promotion Committee** to assess their fitness or otherwise for promotion to the UDCs' Grade. The date from which promotion to the UDCs' Grade of CSCS are to be **made effective** may be determined in terms of the instructions contained in para 17.11 of this Department's OM No. 22011/5/86-Estt (D) dated 10.4.1989.

6. The promotion of LDCs' Grade, who are covered within the prescribed zone, against vacancies in UDCs' Grade of CSCS in other cadres on transfer will be governed by the principles laid down in para 7 of Ministry of Home Affairs O.M.No. 10/3/69-CS.II dated 2.5.1970 read with O.M.No.1/2/88-CS.I dated 10.1.1989 which are reiterated below: -

“Persons within the zone fixed by the Department of Personnel and AR who are transferred to other cadres for purpose of inclusion in the Select List would be treated as on permanent transfer to the recipient cadres, but, would continue to retain their lien in their parent cadres in the grade of LDCs' Grade of CSCS until they successfully complete their **PERIOD OF TRIAL** against the posts of UDCs' Grade of CSCS. Only those who are to be promoted in accordance with the zoning scheme and for whom no vacancies are available in their own cadres, will be transferred to the new cadres from Central Panel to the extent of number of surplus vacancies”.

7. Attention is also invited to this Department's O.M.No.16/1/79-CS.I dated 3.9.83 in which it has been stated that if an officer included in the Select List and nominated to some other cadre does not move out of his own cadre within 45 days with effect from the date of issue of nomination orders, he will be debarred for promotion for next **3 Select List years** excluding the SL 2007. This may please be specifically brought to the notice of all concerned. This will, however, not apply in the case of officers, who are going to retire within the **next two years** with effect from the date of issue of nomination orders.

8. Hindi version will follow.



Under Secretary to the Government of India
Tel #: 24623157

To

The Ministry/Department of
(Shri/Ms , Under Secretary)
Bhavan,
New Delhi.

Annexure-I to the DoPT's O.M.No.7/1/2007-CS.II dated February,2010

Name of the Cadre: _____

File No.

Dated

Statement showing the vacancies position for the Select List year 2007 in the UDCs' Grade of CSCS.

Select List Year	Number of Seniority Quota vacancies					Number of eligible LDCs appointed against Seniority Quota vacancies					Number of unfilled vacancies after adjusting the Seniority Quota Officials in the cadre											
	Gen	SC	ST	PH			Total	Gen	SC	ST	PH			Total	Gen	SC	S T	PH			Total	
				O H	H H	V H					O H	H H	V H					O H	H H	V H		
2007																						

**SIGNATURE
NAME
DESIGNATION**

Annexure-II to DoPT's OM No.7/1/2007-CS.II dated February,2010

Name of Cadre: _____

File No.

Dated

Particulars of LDCs, who are covered within the Zone of Promotion for the inclusion in the **Select Lists of 2007 of UDCs' Grade** who have been promoted within the cadre for the Select List year 2007:

S. No	Name of official	SL year of LDCs	Mode of Recruitment SQ/LDCE/DR/Spl Qly. Exam/Com. Appointment/Sports Quota	Date of Main Written Examination in case of LDCs recruited through DR/LDCE/Sports Quota	Rank No. in case of DR/LDCE/Spl. Qly. Exam	Date of regular appointment as LDCs	Whether or not passed the Type-writing test or exempted from passing typewriting test	Whether member of General/SC/ST/PH	Whether considered suitable for inclusion in SL 2007 and assessed by the DPC as fit for promotion to UDCs' Grade Yes or No	Whether clear from vigilance angle. Yes or No
1	2	3	4	5	6	7	8	9	10	11

Note : Names of persons should be arranged in order of seniority in LDCs' Grade of CSCS in the cadre as a whole.

Signature
NAME
DESIGNATION

Annexure-III to DoPT's OM No.7/1/2007-CS.II dated February,2010

Name of Cadre: _____

File No.

Dated

Particulars of **Surplus LDCs**, who are covered within the Zone of Promotion for the inclusion in the **Select Lists of 2007 of UDCs' Grade** but could **not** be included in their own cadres due to **non availability** of vacancies and as such, are to be nominated by this Department from Central Panel to **other cadres for inclusion in the SL for the year 2007.**

S. No	Name of official	SL year of LDCs	Mode of Recruitment SQ/ LDCE/ DR/ Spl Qly. Exam/Com. Appointment/ Sports Quota	Date of Main Written Examination in case of LDCs recruited through DR/LDCE/ Sports Quota	Rank No. in case of DR/ LDCE/ Spl. Qly. Exam	Date of regular appointment as LDCs	Whether or not passed the Type-writing test or exempted from passing typewriting test	Whether member of General/ SC/ ST/PH	Whether considered suitable for inclusion in SL 2007 and assessed by the DPC as fit for promotion to UDCs' Grade Yes or No	Whether clear from vigilance angle. Yes or No
1	2	3	4	5	6	7	8	9	10	11

Note : Names of persons should be arranged in order of seniority in LDCs' Grade of CSCS in the cadre as a whole.

Signature
NAME
DESIGNATION