

No.4/2/2015-CS-I(D)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel & Training)

Lok Nayak Bhawan, New Delhi -110003  
Dated the 6<sup>th</sup> January, 2015.

**OFFICE MEMORANDUM**

Subject: Promotion of Grade-I (Under Secretary) officers of CSS to the Selection Grade (Deputy Secretary) on ad-hoc basis - Furnishing of personal information thereof.

The undersigned is directed to say that ad-hoc promotions of officers of Grade-I (Under Secretary) of CSS to the Selection Grade (Deputy Secretary) are likely to be made shortly. The list of brief details of officers who are likely to be considered for promotion is at **Annexure-I**. Information relating to vacancies in DS/Director grade of CSS as on 01.01.2015 is at **Annexure-II**.

2. The officers may send their self attested personal particulars in the format at **Annexure-III** to Under Secretary, CS-I (D), Department of Personnel and Training through fax number given below positively by January 08, 2015. Hard copies of the same may also be furnished immediately.

3. The officers on deputation may also indicate their willingness to avail the ad-hoc promotion.



( Biswajit Banerjee)

Under Secretary to the Government of India  
Telefax: 24629413

To

1. Officers listed at Annex.I

**ANNEXURE-I****Under Secretaries likely to be considered for promotion to DS grade on ad-hoc basis**

Sl. No	CSL No.	Name of the officer (S/Shri/Ms.)	Date of Birth	Present Min/ Deptt/ Office
1	5435	Naeem Ahmed Siddiqui	2-Dec-60	Environment
2	5437	G. Vaidheeswaran	1-Nov-59	On dep. M/o-Health & FW
3	5441	Ashish Dutta	16-Aug-61	Science & Tech
4	5443	RSR Murthy	1-Dec-57	Under posting/On Level E training
5	5445	Harihar Mishra	18-Oct-60	DARE
6	5447	Smt. M.K. Raman	20-Feb-62	Steel
7	5453	Padmaja Saxena	17-Jun-59	Food & PD



## ANNEXURE-II

Tentative vacancies available in DS/Director grade as on 01.01.2015

Sno	Ministry/Deptt	Vacancy
1	Corporate Affairs	1
2	Education (Secondary & Higher)	2
3	Environment & Forests	1
4	Expenditure	1
5	Home	1
6	IPP	1
7	National Intelligence Grid	1
8	Petroleum	1
9	Youth Affairs & Sports	1
	<b>Total</b>	<b>10</b>



**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)**

Designation (since joining Govt service)	Ministry/Deptt/Orgn (including deputation details)	From (DD-MM-YY)	To (DD-MM-YY)

Note: The information furnished in the format should tally with the information available in the web based cadre management system. If the information in the web based cadre management system is not up to date, it should first be updated/corrected before submitting the form.

9. Preference for posting (Maximum three choices)

S.No.	Ministry/Deptt	Reasons
i		
ii		
iii		

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.

Date:

(Signature of the officer)