

No.4/1/2008-CS.II  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

Lok Nayak Bhawan, New Delhi - 110 003.

Dated, the 7<sup>th</sup> March, 2008.

OFFICE MEMORANDUM

Sub: Promotion of UDCs of Central Secretariat Clerical Service (CSCS) to the Assistant's Grade of Central Secretariat Service (CSS) on ad-hoc basis.

In continuation of this Department's Office Memorandum No.4/1/2007-CS.II dated 05.02.2008 on the subject mentioned above, the undersigned is directed to say that it has been decided to further promote some UDCs of CSCS of Select List Year 1994, whose names are given in the Annexure to this O.M, to Assistants' Grade of CSS on ad-hoc basis upto 30/06/2008 or until further orders or till regular Assistants become available through the normal channels of recruitment as prescribed under the CSS Rules, whichever is earlier, and nominate them to the cadre(s) indicated against their names.

2. The officials shown in the Annexure may be appointed as Assistants on ad-hoc basis, initially for the period upto 30/06/2008 after assessing their suitability for promotion by screening the records (ACRs) of the officers by the appointing authority and also after ensuring that no vigilance case is either pending or being contemplated against the official. The ad-hoc promotion/appointment is subject to following conditions: -

- i) the ad-hoc appointment shall not confer on the appointees any right to continue in the grade indefinitely or for inclusion in the Select List or to claim seniority in the Assistants' Grade of CSS;
- ii) ad-hoc appointments may be terminated at any point of time without giving any reason therefor;
- iii) the appointment on ad-hoc basis will take effect from the date of taking over charge of the post of Assistant of CSS.

3. It is requested that all concerned may be promoted immediately if they are found suitable for promotion and are clear from vigilance angle so that they can assume the charge of Assistants (Ad-hoc).

4. If any of the officers shown in the list is on deputation, he/she may be given the option to revert within one month to avail of the promotion.

5. It is requested that the names of regular UDCs who have been promoted as Assistant on ad-hoc basis may continue to be shown in the seniority list of the UDCs.

6. It is requested that the officials may be appointed immediately subject to their fulfillment of the requirements as mentioned in para 2 above. A copy of the appointment order may be endorsed to this Department.



(G.S. PUNDIR)

Under Secretary to the Govt. of India

☎: 24623157

Cadre authorities as per list  
(by name of US Admn.)

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SNo.	Revised CSL No.	Name Shri/Smt/Kum.	Where working	Cadre allocated where
1.	2/94	Krishan Kumar Singh	MHA	MHA
2.	4/94	Rajneesh Dayal Mathur	MHA	MHA
3.	5/94	Rajeev Bhardwaj	MHA	MHA
4.	6/94	Raj Kumar Bhatnagar	MHA	MHA
5.	9/94	Radha Rani Gupta	Commerce	Commerce
6.	10/94	Daljit Kaur	Posts	Posts
7.	11/94	Kulbhushan	Posts	Posts
8.	12/94	Sunita Dhall	Posts	Posts
9.	13/94	Sominder Kumar	Posts	Posts
10.	14/94	Chander Mani Sharma	Finance	Finance
11.	16/94	B. Asha Nair	Finance	Finance
12.	17/94	Manju Sharma	Defence	Defence
13.	18/94	Meena Kumari	Defence	Defence

  
(K. G. SURESH KUMAR)  
Section Officer  
Deptt. of Personnel & Trg.  
Govt. of India