

No.4/1/2007-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 10<sup>th</sup> October, 2007.

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.

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In continuation of this Department's Office Memorandum of even number dated 22.08.2007 on the subject mentioned above, the undersigned is directed to say that it has been decided to further promote some more UDCs of CSCS of Select List Year 1993, whose names are given in the **Annexure** to this O.M, to Assistants' Grade of CSS on ad-hoc basis upto **31/12/2007** or until further orders, whichever is earlier, and nominate them to the cadre(s) indicated against their names, till regular Assistants become available through the normal channels of recruitment as prescribed under the CSS Rules.

2. The officials shown in the Annexure may be appointed as Assistants on ad-hoc basis, initially for the period upto **31/12/2007** 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 relieved of their duties 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) in the new Cadre wherever applicable.

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 in their own cadre as also who have been nominated to other cadres may continue to be shown in the seniority list of the UDCs in their respective cadres.

6. The above nomination of UDCs for appointment to Assistant Grade on ad-hoc basis has been made on the basis of the firm number of vacancies furnished by the cadres. Hence, no representation/request for retention from any quarters, on any ground, would be entertained either by the cadre or by this Department. Sending of requests to DOPT will amount to canvassing and the employees concerned will be liable for disciplinary action under the CCS Conduct Rules. It is requested that the officials may be appointed/relieved 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.)

S.No	Revised CSL No. of SL Year 1993	Name (S/Shri /Ms.)	Category	Cadre where working	Cadre where nominated
1	605 /93	Virender Kumar	SC	Supply	Defence
2	606 /93	Rajender Singh	SC	Supply	Labour
3	607 /93	Ramesh Kumar	SC	Supply	Education
4	608 /93	K. Ravi Shankar	General	Supply	Urban Dev.
5	609 /93	Ajay Kumar Sharma	General	Supply	Labour
6	610 /93	Neenu Julka	General	Supply	Defence
7	611 /93	Bhagwati Prasad	General	Supply	Defence
8	612 /93	Ronita Bhadury	General	Supply	UPSC
9	613 /93	Manvir Singh Saini	General	Supply	Defence
10	614 /93	Mukesh Kumar Sharma	General	Supply	UPSC
11	615 /93	Multan Singh	General	Supply	Education
12	616 /93	Kuldip Chand Sharma	General	Supply	Defence
13	617 /93	Dharam Pal	SC	Supply	Education
14	618 /93	R.S. Bisht	General	Supply	Defence
15	619 /93	Gopal Krishan Pillai	General	Supply	Labour
16	621 /93	Mariam Singh (PH)	General	IP&P	IP&P
17	622 /93	G R Raheja	General	Micro Enterprises	UPSC
18	623 /93	Umesh Kumar	General	IP&P	IP&P
19	624 /93	Jyoti Malhotra	General	IP&P	IP&P
20	625 /93	T.R. Lamba	General	IP&P	Education
21	626 /93	Devinder Singh	General	Micro Enterprises	UPSC
22	627 /93	Suman Kapoor	General	IP&P	Defence
23	628 /93	Meena Batli	General	Micro Enterprises	Defence
24	629 /93	Jagmal Singh	SC	IP&P	IP&P
25	630 /93	Ram Prasad	SC	IP&P	UPSC
26	631 /93	Raghu Nath Singh	General	IP&P	Urban Dev.
27	632 /93	P.J. Purushothaman (PH)	General	IP&P	Labour
28	633 /93	Manjula Sharma	General	IP&P	WCD
29	634 /93	Hema Ajay	General	IP&P	Education
30	635 /93	Bandana Jain	General	Finance	Education
31	636 /93	C.S. Kapil	General	IP&P	Defence
32	637 /93	S.K. Bhardwaj	General	IP&P	Education
33	638 /93	Sandhya Goswami	General	IP&P	Labour
34	639 /93	Om Prakash	SC	IP&P	Defence
35	640 /93	Ashok Kumar	SC	Micro Enterprises	Defence
36	641 /93	Amar Dev	SC	IP&P	Defence
37	642 /93	V.K. Arora	SC	Mines	Mines
38	643 /93	Devender Kumar	General	Mines	Mines
39	644 /93	Kamlesh Paul	SC	Mines	Mines
40	645 /93	Renu Khurana	General	Mines	Urban Dev.
41	646 /93	Md. Kamalludin	General	Mines	Defence
42	647 /93	Dharam Singh Negi	General	Mines	Defence
43	648 /93	Anita Sharma	General	Mines	WCD
S.No.	CSL No.	Name (S/Shri /Ms.)	Category	Cadre where working	Cadre where nominated
44	5316	Mala Ekka	ST	Education	Education
45	5317	Shivji Ram Meena	ST	Education	Education
46	5318	Ghana Shyam Purty	ST	Education	Education
47	5319	Nathan Singh	ST	Education	Education
48	5325	Birbal Ram Meena	ST	Water Res.	UPSC