

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 20th 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 01.02.2015 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 21, 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	5464	Vikrant Sachdeva	12-Sep-63	Defence
2	5468	Smt. Shivani Dutt	23-Dec-59	Agriculture & Cooperation
3	5470-A	Anurag Rohtagi	26-Sep-70	Economic Affairs
4	5472	K. Sanjayan	3-Nov-64	Agriculture & Cooperation
5	5474	A.N. Saxena	26-Feb-60	Defence



ANNEXURE-II

Tentative vacancies available in DS/Director grade as on 01.02.2015

Sno	Ministry/Deptt	Vacancy
1	Fertilizers	1
2	Defence	1
3	*MHA	2
4	Rural Development	2
	Total	6

*One vacancy in Department of Justice (MHA)

One vacancy needs to be kept vacant to ad-just personal upgradation in D/o-Agriculture & Coop.



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.

(Signature of the officer)

Date: