

No. 4/2/2018-CS.II (A)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(CS.II Division)

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi-110003
Dated: the 27th November, 2018.

OFFICE MEMORANDUM

Subject: Promotion of Personal Assistants (PAs) of CSSS to Private Secretaries (PSs) of CSSS on ad-hoc basis regarding:- reg.

The undersigned is directed to say that it has been decided that till regular PSs of CSSS become available through the normal channels of recruitment prescribed under the CSSS Rules, 2010 the vacancies in PS Grade of CSSS in various cadre units be filled up purely on ad-hoc basis by promoting the eligible officers figuring in the Common Seniority List (CSL) of PA of CSSS as issued on 01.07.2014 on the basis of seniority-cum-fitness and subject to Vigilance clearance as prescribed in the relevant instructions.

2. Accordingly, It has been decided to promote 63 PAs of CSSS, whose names are given in the Annexure-I to this O.M., to PS Grade of CSSS on ad-hoc basis for the period upto 30/6/2019 or till the post are filled up on regular promotion or until further orders, whichever is earlier.

3. The 'ad-hoc' promotion is subject to the following conditions:

- (i) The ad-hoc promotion shall not confer any right to continue in the grade indefinitely or for inclusion in the Select List for regular appointment or to claim seniority in the Grade of PS of the CSSS;
- (ii) Ad-hoc appointments may be terminated at any point of time without giving any reason thereof;
- (iii) The services rendered on ad-hoc basis in the Private Secretary grade would not count for the purpose of seniority in that grade or for promotion to the next higher grade;
- (iv) The appointment is subject to vigilance clearance in terms of DoPT's OM No.220341412012-Estt.(D) dated 02.11.2012 and other relevant instructions on the subject. The Ministry / Department where the officer is working should promote him/her only after verifying that no disciplinary proceedings are pending or being contemplated against the officer;
- (v) The officer(s) who fail to avail ad-hoc promotion would not be considered for ad-hoc promotion for a period of one year from the date of issue of this promotion order;
- (vi) The SLP (C) No.30621/2011 arising out of the final judgment and order dated 15.07.2011 in CWP No.13218/2009 passed by the Hon'ble High Court of Punjab & Haryana and other connected cases before the Hon'ble Supreme Court;
- (vii) The SLP (C) No.31288/2017 arising out of the Hon'ble Delhi High Court judgment dated 23.08.2017 in WP(C) No.3490/2010 filled by the All India Equality Forum & Others vs. UOI & Ors. and other related court cases in any competent court;

(viii) The WP(C) 1738/2017 in UOI & ANR Vs. Himanshu Prabhakar & ORS pending before Hon'ble Delhi High Court arising out of O.A No.2883/2015 with O.A No 2891/2015 and Review Petition RA No.266/2016 in CAT,PB;

(ix) Any other court cases in a connected matter;

4. The officers shown in the list at Annexure-I may be appointed as PS of CSSS purely on ad-hoc basis, initially for the period upto 30/6/2019 after assessing their suitability for promotion by screening the records (APARs) of the officers by the appointing authority and also after ensuring that no vigilance case is either pending or being contemplated against the officer.

5. If any of the officers shown in the list is on deputation, he/she may be given the option to revert within one month with a view to avail the Promotion.

6. It is requested that the exercise of conducting the DPC meeting may be completed positively within a period of one month from the date of issue of this O.M.

7. As per the provisions of Rotational Transfer Policy (RTP), the officers who have completed the prescribed tenure i.e. 8 year in the cadre units where they are currently posted will be subjected to be posted out on their ad-hoc promotion. It is, therefore, requested to submit option forms of all the 63 officials (as mentioned in Annexure-I of this OM) duly attested by the Under Secretary (Admin), given in Annexure-II to this Division latest by 6.12.2018 positively. A scanned copy of the same may also be forwarded via e-mail: chibrata.sarkar@nic.in. The orders for allocation of cadre units for the candidates as declared fit for promotion on ad-hoc basis will be issued thereafter by this Department. Lists indicating the current vacancy positions in the cadre units (Group-wise) are given Annexure-III & IV. It may be noted that the appointment to the grade of PS on ad-hoc basis will take effect from the date of assuming the charge of the post of Private Secretary in the Ministry/ Department to which the officer will be allocated. No request for retention/extension of period of officer in the Ministry/Department will be entertained after issuing of the posting/relieving order.

8. Copy of notification/orders for ad-hoc promotion should invariably be endorsed to this Department for records. The fact that the appointment of the officer would be subject to further orders which may be passed by Hon'ble Courts in the cases mentioned in para 3 (vi), (vii),(viii) and (ix) above and references to that extant in the connected court matters, should clearly be mentioned in the promotion order/notification.

9. Web Based Cadre Management System: Promotion of officers may be reflected in Web Based Cadre Management System. This is the responsibility of the nodal officers concerned.


27/11/2018

(Chirabrata Sarkar)
Under Secretary to the Govt. of India
Telefax: 24623157.
e.mail: chibrata.sarkar@nic.in

Encl: As stated.

Copy to :

1. Deputy Secretary/Director (Admn./Estt.) of all cadre units.

Annexure -I to O.M No.4/02/2018-CS.II(A) Dated 27.11.2018

S.No	CSL	Name (Shri/Smt. /Ms.)	Cadre Unit	Cat.	Date of Birth	S.L Year
1	2849	Santosh Khurana	Agri. & Coopn.	Gen.	18-07-1969	2010
2	2857	Mukta Manglani	Agri. & Coopn.	Gen.	09-12-1971	2010
3	2877	D. Vasavi	Agri. & Coopn.	Gen.	10-06-1968	2010
4	2896	Manoj Kumar	Agri. & Coopn.	Gen.	23-10-1969	2010
5	2906	Raghu Nath Deb	Agri. & Coopn.	Gen.	30-11-1959	2010
6	2909	S.B. Mridula Sanjeevan	Agri. & Coopn.	Gen.	25-02-1962	2010
7	2884	Amita Arora	Coal	Gen.	06-10-1970	2010
8	2856	V. Thulasi Ramasubramanian	Commerce	Gen.	28-07-1969	2010
9	2907	Smitha Viju	Commerce	Gen.	12-05-1968	2010
10	2852	Shalini Saxena	Defence	Gen.	22-11-1969	2010
11	2895	P.S. Bist	Defence	Gen.	01-10-1960	2010
12	2846	Gopi Nath	DOPT	Gen.	17-12-1966	2010
13	2847	Mriyunjaya	DOPT	Gen.	23-07-1968	2010
14	2863	A.K. Verma	DOPT	Gen.	03-09-1960	2010
15	2881	Umesh Kumar Mishra	DOPT	Gen.	21-01-1969	2010
16	2904	M.K. Wadhwa	DOPT	Gen.	24-02-1967	2010
17	2880	Prakash Chandra	Expenditure	Gen.	02-08-1972	2010
18	2883	Prem Sharma	Expenditure	Gen.	24-09-1971	2010
19	2897	Bhawani Narayanan	Expenditure	Gen.	14-06-1970	2010
20	2910	D.C. Pant	Expenditure	Gen.	17-06-1965	2010
21	2868	Geeta Jain	Health & FW	Gen.	11-06-1971	2010
22	2869	Bimla Mathpal	Health & FW	Gen.	28-06-1971	2010
23	2888	Harish Sharma	Health & FW	Gen.	08-03-1968	2010
24	2890	Rajesh Rawat	Health & FW	Gen.	25-06-1971	2010
25	2902	B. Neela Mohana Rao	Health & FW	Gen.	10-06-1971	2010
26	2905	Asha Rani Sharma	Heavy Ind.	Gen.	12-09-1966	2010
27	2864	Prabha Jain	Home Affairs	Gen.	11-03-1969	2010
28	2866	Rajesh Kumar Bassi	Home Affairs	Gen.	08-08-1968	2010
29	2872	N.S.Negi	Home Affairs	Gen.	17-06-1968	2010
30	2873	Sunita Ahuja	Home Affairs	Gen.	24-07-1967	2010
31	2874	Vimal Kumar Shukla	Home Affairs	Gen.	30-06-1970	2010
32	2878	Shakti Bala Rawat	Home Affairs	Gen.	06-11-1969	2010
33	2882	Rajni Nagpal	Home Affairs	Gen.	19-07-1970	2010
34	2889	T.G. Chandra Sekhar	Home Affairs	Gen.	22-06-1968	2010
35	2891	Naresh Kumar Saini	Home Affairs	Gen.	10-08-1970	2010
36	2892	Vijaya Lakshmi S.	Home Affairs	Gen.	28-07-1972	2010
37	2894	Kalawati	Home Affairs	Gen.	06-12-1968	2010
38	2899	Samay Singh	Home Affairs	Gen.	07-07-1962	2010
39	2900	U. Krishna Kutty	Home Affairs	Gen.	24-05-1961	2010
40	2844	Venkata Sujata V.	I & B	Gen.	10-12-1969	2010
41	2855	Poonam Mulwani	I & B	Gen.	20-07-1966	2010
42	2862	Jai Bhagwan	I & B	Gen.	03-01-1969	2010
43	2845	Kiran Gautam	IP & P	Gen.	21-08-1970	2010
44	2867	Surindra Yadav	IP & P	Gen.	01-09-1967	2010
45	2876	Anilatha S.	IP & P	Gen.	14-05-1968	2010
46	2886	Deepti Sachar	IP & P	Gen.	26-11-1970	2010
47	2854	Tejinder Kaur	Labour	Gen.	03-09-1966	2010
48	2887	S. Rajeswari	Labour	Gen.	26-04-1971	2010
49	2861	Leela Dhar	Legal Affairs	Gen.	26-10-1969	2010
50	2871	U.Radhakrishnan	Legal Affairs	Gen.	05-01-1967	2010

51	2850	P.R. Mishra	MSME	Gen.	21-05-1968	2010
52	2870	Pratima	MSME	Gen.	15-06-1971	2010
53	2911	Gaurav Burman	MSME	Gen.	05-12-1968	2010
54	2893	Rajinder Singh	NITI Aayog	Gen.	14-03-1970	2010
55	2851	Indu Rekha	Posts	Gen.	24-05-1969	2010
56	2853	Anju Arora	Posts	Gen.	05-05-1967	2010
57	2859	Satish Chander Sharma	Consumer Aff.	Gen.	15-06-1964	2010
58	2898	Deepa Joshi	Supply	Gen.	06-07-1969	2010
59	2903	Praveen Kumar Goswami	Housing & UA	Gen.	08-12-1972	2010
60	2860	Rajni Goyal	Water Res.	Gen.	18-11-1968	2010
61	2879	S. Malathy	Water Res.	Gen.	02-05-1970	2010
62	2885	Vikas Malhotra	Water Res.	Gen.	05-09-1970	2010
63	2901	C.Suriyanarayanan	Water Res.	Gen.	28-01-1969	2010

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Proforma for filling up option

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/Department/Organization (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/connected before submitting the form.

9. 'Preference for posting (Maximum three choices)

Sl. No.	Ministry/ Department	Reasons
1		
2		
3		

Certified that I myself verified data pertaining to me in the web based cadre management system and the data available therein is correct and up to date.

Signature of Under Secretary (Admn.)

Department/Ministry

Tele:

(Signature of the Officer)

Annexure-III to O.M. No. 4/02/2018-CS.II(A) dated 27.11.2018

Group-A Ministries/Departments

S.No.	Name	Vacancy
1	Agriculture & Cooperation	5
2	Animal Husbandry, Dairying & Fisheries	0
3	Culture	0
4	Defence	0
5	DONER	0
6	Earth Sciences	1
7	Food & Public Distribution	1
8	Home Affairs	12
9	Higher Education	0
10	Housing & Urban Affairs	6
11	Legal Affairs	2
12	Minority Affairs	0
13	Micro, Small and Medium Enterprises	0
14	NITI Aayog	1
15	Panchayati Raj	10
16	Personnel & Training (DoP&T)	4
17	Posts	2
18	Rural Development	1
19	Social Justice & Empowerment	2
20	Supply Division	0
21	Tribal Affairs	1
22	Union Public Service Commission	0
23	Women & Child Development	1

Annexure-IV to O.M. No. 4/02/2018-CS.II(A) dated 27.11.2018

Group-B Ministries/Departments

S.No.	Ministries/Departments	Vacancy
1	Civil Aviation	0
2	Coal	0
3	Commerce	1
4	Consumer Affairs	0
5	Corporate Affairs	0
6	Environment, Forests & Climate Change	7
7	Expenditure	5
8	Fertilizers	1
9	Health & Family Welfare	3
10	Information & Broadcasting	3
11	Industrial Policy & Promotion	0
12	Labour & Employment	2
13	Mines	0
14	New & Renewable Energy	0
15	Petroleum & Natural Gas	10
16	Power	5
17	Road Transport & Highways	2
18	Science & Technology	4
19	Shipping	0
20	Steel	0
21	Telecom	1
22	Textiles	0
23	Water Res., RD &GR	1
24	Youth Affairs & Sports	0
25	AYUSH	0
26	Skill Dev. & Entrepreneurship	0
27	Food Processing	0
28	Heavy Industries	0