

No.12/1/2015-CS.II(B)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

3rd Floor, Lok Nayak Bhavan,
Khan Market, New Delhi-110003
Dated the 30th September, 2015

OFFICE MEMORANDUM

Subject: Zone of consideration for inclusion in the Select List of Upper Division Clerks' Grade of CSCS for the years 2004-2014 against Seniority Quota-regarding

The undersigned is directed to convey the approval of the competent authority for issue of zone of consideration for inclusion in Select List (Seniority Quota) of 2004-2014 in the Upper Division Clerks' Grade of CSCS. The zone will be as follows:

Select List Year	Proposed Zone
2004	All the LDCs of Select List 1995 and all the unabsorbed LDCs of previous zones who have qualified type test or exempted from type test and have completed 8 years' approved service as on 01.07.2004
2005	All the LDCs of Select List 1996 and all the unabsorbed LDCs of previous zones who have qualified type test or exempted from type test and have completed 8 years' approved service as on 01.07.2005.
2006	All the unabsorbed LDCs of previous zones who have qualified type test or exempted from type test and have completed 8 years' approved service as on 01.07.2006.
2007	All the LDCs of Select List 1997 and 1998 and all the unabsorbed LDCs of previous zones who have qualified type test or exempted from type test and have completed 8 years' approved service as on 01.07.2007.
2008	All the unabsorbed LDCs of previous zones who have qualified type test or exempted from type test and have completed 8 years' approved service as on 01.07.2008.
2009	All the LDCs of Select List 1999 and all the unabsorbed LDCs of previous zones who have qualified type test or exempted from type test and have completed 8 years' approved service as on 01.07.2009.
2010	All the LDCs of Select List 2000 and all the unabsorbed LDCs of previous zones who have qualified type test or exempted from type test and have completed 8 years' approved service as on 01.07.2010.
2011	All the LDCs of Select List 2001 & 2002 and all the unabsorbed LDCs of

	previous zones who have qualified type test or exempted from type test and have completed 8 years' approved service as on 01.07.2011.
2012	All the LDCs of Select List 2003 and 2004 and all the unabsorbed LDCs of previous zones who have qualified type test or exempted from type test and have completed 8 years' approved service as on 01.07.2012.
2013	All the LDCs of Select List 2005 and all the unabsorbed LDCs of previous zones who have qualified type test or exempted from type test and have completed 8 years' approved service as on 01.07.2013.
2014	All the LDCs of Select List 2006 and all the unabsorbed LDCs of previous zones who have qualified type test or exempted from type test and have completed 8 years' approved service as on 01.07.2014.

2. The cadre unit authorities are requested to take immediate action for conducting DPCs in respect of officials included in the 'Zone' mentioned above and to promote the officials as Upper Division Clerk on regular basis by including them in the respective Select List as per the vacancies intimated to DoP&T for the Select List years 2004-2014 under Seniority Quota. The details of vacancies may also be intimated to this Division as per **Annexure-I**.

3. Order for regular promotion should be issued subject to the following conditions:

- (i) The official concerned is clear from vigilance angle in terms of this Department's O.M. No.22034/4/2012-Estt.(D) dated 02.11.2012 and other relevant instructions on the subject;
- (ii) If an officer is undergoing penalty notification should not be issued for regular promotion and in such cases notification should be issued only after the currency of the penalty is over in terms of DoPT's O.M. No.22034/5/2004-Estt.(D) dated 15.12.2004. Such cases should also be informed to this Department.
- (iii) The officers, who were in service on crucial dates but had retired as LDC/UDC (ad-hoc) subsequently on superannuation or otherwise, should also be considered for inclusion of their names in the aforesaid Select List of UDCs in pursuance of this Department's OM No. 22011/4/98-Estt. (D) dated 12.10.1998 to identify the correct zone of consideration for the relevant Select List. However, their appointment should not be notified as retired persons would not be available for actual promotion from a prospective date.

4. Details of officials promoted and otherwise, may be intimated to this Department in the prescribed proforma (**Annexure-II and Annexure-III**) to enable further necessary action to issue Select List of UDCs for the year 2004-2014, latest by **31-10-2015**.

5. Some officials included in the zone of promotion for Select List of UDCs' Grade (Seniority Quota) for the years 2004 to 2014 may be on deputation as on date. To avail the benefit of promotion, such officers have two options:

- (i) They may repatriate to their parent cadre; or
- (ii) They may avail proforma promotion from the date of promotion of their immediate junior.


All Ministries/Departments are, therefore, requested to consider the requests for proforma promotion, if any, in terms of extant instructions and issue necessary orders without referring the matter to this Department.

6. (i) Officials available in the zone in a particular cadre unit over and above the vacancies for that year have to be reported to DOPT after conducting DPC for centralized allocation to some other deficient cadre unit;

(ii) In case number of officials promoted in a particular year by a particular cadre unit is less than number of vacancies in that year, the number of vacancies may be carried forward to next Select List year and may be reflected in the **Annexure-I**.

(iii) Cadres which came into existence after 1.7.2004 may fill up entries in Col (1) of **Annexure-I** in consultation with their parent cadre for the period prior to their creation.

7. Copy of promotion orders should invariably be endorsed to this Department for record.

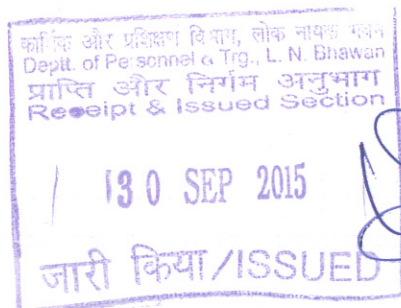

(Rajesh Sarswat)
Under Secretary to the Government of India
Tele : 24654020

Encl: As above

To

Participating Cadre authorities of CSCS(DS/Director(Admn.)
(As per Annexure)

41 Cadres



ALL CADRE UNITS OF CSCS

TO,

1. **DS/DIR** (Admn.), D/o Agriculture & Cooperation, Krishi Bhavan, New Delhi.
2. **DS/DIR** (Admn.), M/o Civil Aviation, Rajiv Gandhi Bhavan, New Delhi.
3. **DS/DIR** (Admn.), M/o Coal, Shastri Bhavan, New Delhi.
4. **DS/DIR** (Admn.), M/o Commerce & Industry, Udyog Bhavan, New Delhi.
5. **DS/DIR** (Admn.), M/o Corporate Affairs, Shastri Bhavan, New Delhi.
6. **DS/DIR** (Admn.), D/o Consumer Affairs, Krishi Bhavan, New Delhi.
7. **DS/DIR** (Admn.), D/o Culture, Shastri Bhavan, New Delhi.
8. **DS/DIR** (Admn.), M/o Defence, B Wing, Sena Bhavan, New Delhi.
9. **DS/DIR** (Admn.), M/o Earth Sciences, Prithvi Bhavan, New Delhi.
10. **DS/DIR** (Admn.), M/o Env. & Forests, Indira Paryavaran Bhavan, New Delhi.
11. **DS/DIR** (Admn.), D/o Expenditure, North Block, New Delhi.
12. **DS/DIR** (Admn.), D/o Fertilizers, Shastri Bhavan, New Delhi.
13. **DS/DIR** (Admn.), D/o Food & Public Distribution, Krishi Bhavan, New Delhi.
14. **DS/DIR** (Admn.), M/o Health & Family Welfare, Nirman Bhavan, New Delhi.
15. **DS/DIR** (Admn.), M/o Home Affairs, North Block, New Delhi.
16. **DS/DIR** (Admn.), D/o Industrial Policy & Promotion, Udyog Bhavan, New Delhi.
17. **DS/DIR** (Admn.), M/o Information & Broadcasting, Shastri Bhavan, New Delhi.
18. **DS/DIR** (Admn.), M/o Labour, Shram Shakti Bhavan, New Delhi.
19. **DS/DIR** (Admn.), D/o Legal Affairs, Shastri Bhavan, New Delhi.
20. **DS/DIR** (Admn.), M/o MSME, Udyog Bhavan, New Delhi.
21. **DS/DIR** (Admn.), M/o Mines, Shastri Bhavan, New Delhi.
22. **DS/DIR** (Admn.) M/o Minority Affairs, CGO Complex, Lodhi Road, New Delhi
23. **DS/DIR** (Admn.), D/o Personnel & Training, North Block, New Delhi
24. **DS/DIR** (Admn.), M/o Petroleum & Natural Gas, Shastri Bhavan, New Delhi
25. **DS/DIR**(Admn.), NITI Aayog, Yojana Bhavan, Sansad Marg, New Delhi.
26. **ADG** (Admn.), D/o Posts, Dak Bhavan, Sansad Marg, New Delhi.
27. **DS/DIR** (Admn.), M/o Power, Shram Shakti Bhavan, New Delhi.
28. **DS/DIR** (Admn.), M/o Road, Transport & Highways, Transport Bhavan, New Delhi.
29. **DS/DIR** (Admn.), M/o Rural Development, Krishi Bhavan, New Delhi.
30. **DS/DIR** (Admn.), D/o Science & Technology, Technology Bhavan, New Delhi.
31. **DS/DIR** (Admn.), D/o Higher Education, Shastri Bhavan, New Delhi.
32. **DS/DIR** (Admn.), M/o Shipping, Transport Bhavan, New Delhi.
33. **DS/DIR** (Admn.), M/o Social Justice & Empowerment, Shastri Bhavan, New Delhi.
34. **DS/DIR** (Admn.), M/o Steel, Udyog Bhavan, New Delhi.
35. **DS/DIR** (Admn.), Supply Division, Nirman Bhavan, New Delhi.
36. **DS/DIR** (Admn.), D/o Telecommunication, Sanchar Bhavan, New Delhi.
37. **DS/DIR** (Admn.), UPSC., Dholpur House, Shahjahan Road, New Delhi
38. **DS/DIR** (Admn.), M/o Urban Development, Nirman Bhavan, New Delhi.
39. **DS/DIR** (Admn.), M/o Water Resources, Shram Shakti Bhavan, New Delhi.
40. **DS/DIR** (Admn.), M/o Women & Child Development, Shastri Bhavan, New Delhi
41. **DS/DIR** (Admn.), M/o Youth Affairs & Sports, Shastri Bhavan, New Delhi

Annexure-I (Recasting of vacancies for SL-2004 to 2014 in the UD Grade under Seniority Quota)

Select Year	List	Vacancies intimated earlier under Seniority Quota (1)						Officials in position who were appointed as per earlier zone (2)						Vacancies to be filled (3)=(1)-(2)+(5) (See note 2)										
		UR	PH			SC	ST	Total	UR	PH			SC	ST	Total	UR	PH			SC	ST	Total		
			VH	OH	HH					VH	OH	HH					VH	OH	HH					
SQ-2004																								
SQ-2005																								
SQ-2006																								
SQ-2007																								
SQ-2008								x	x	x	x	x	x	x										
SQ-2009								x	x	x	x	x	x	x										
SQ-2010								x	x	x	x	x	x	x										
SQ-2011								x	x	x	x	x	x	x										
SQ-2012								x	x	x	x	x	x	x										
SQ-2013								x	x	x	x	x	x	x										
SQ-2014								x	x	x	x	x	x	x										
Select Year	List	Vacancies filled out of (3) as per zone issued by DOPT on 30.9.2015 (4)						Vacancies remained unfilled/to be carried forward to next year (5) = (3) - (4)						Officials who were in the zone but could not be promoted due to lack of vacancies in the cadre unit (enclose a list of officials) (6)										
		UR	PH			SC	ST	Total	UR	PH			SC	ST	Total	UR	PH			SC	ST	Total		
			VH	OH	HH					VH	OH	HH					VH	OH	HH					
SQ-2004																								
SQ-2005																								
SQ-2006																								
SQ-2007																								
SQ-2008																								
SQ-2009																								
SQ-2010																								
SQ-2011																								
SQ-2012																								
SQ-2013																								
SQ-2014																								

Note 1: Cadres which came into existence after 1.7.2004 may fill up entries in Col (1) in consultation with their parent cadre for the period prior to their creation.

Note 2: Unfilled vacancies in a particular year may be added to vacancies of subsequent years. For example unfilled vacancies of 2004 (Col 5) may be added to vacancies of 2005 (col 3).

