

**MOST IMMEDIATE**

No.5/1/2012-CS-II(C)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

3<sup>rd</sup> floor, Lok Nayak Bhawan,  
Khan Market, New Delhi-110003.  
16<sup>th</sup> February, 2012.

**OFFICE MEMORANDUM**

Subject: Fixation of 'range of seniority' (zone of promotion) for promotion of Stenographers Grade 'D' to Personal Assistant (PA) Grade of CSSS for the Select List Year 2010.

The undersigned is directed to refer to this Department's Order No.20/51/2009-CS.II dated 27.1.2011 vide which it has been decided, inter-alia, to fill up all existing direct recruitment vacancies in the PA grade only by way of promotion through seniority quota as a one-time measure. In addition to the vacancies of PAs earmarked for direct recruitment, the vacancies of PAs earmarked to be filled up through Seniority Quota (SQ) for SL year 2010 are also being filled up by way of promotion through SQ. Accordingly, it has been decided to fix the 'range of seniority' (zone of promotion) for making additions to the Select List of PA Grade (Seniority Quota) of CSSS for the Select List Year 2010 as follows:

<b>General Category</b>	All unabsorbed and eligible Stenos Grade 'D' of the previous zones and Stenos Grade 'D' upto the Select List Year 1995.
<b>SC Category</b>	All unabsorbed and eligible Stenos Grade 'D' of the previous zones and Stenos Grade 'D' upto the Select List Year 1999.
<b>ST Category</b>	All unabsorbed and eligible Stenos Grade 'D' of the previous zones and Stenos Grade 'D' upto the Select List Year 1999.

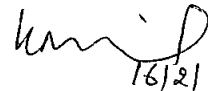
3. After the issuance of regular panels of PPS and PS, if required, the zone of promotion may be further extended keeping in view the exact number of chain vacancies percolated in the PA grade due to cadre review of CSSS.

4. All the Cadre Units of CSSS are requested to place the cases of all eligible Stenographers Grade 'D', who are covered within the prescribed 'range of seniority' and who have not yet been included in the Select List of PAs of CSSS, before the Departmental Promotion Committee (DPC) to assess their suitability or otherwise for promotion to the PA Grade of CSSS. The recommendations of the DPC along-with vigilance clearance in respect of all the eligible officer(s) concerned who are working in their Cadres Units including those who have been transferred to their Cadre Units from other Cadre Units on their ad-hoc promotion to PA Grade of CSSS, may be furnished to this Department in the **Annexures - I, II & III.**

5. The details of Steno Grade 'D' figuring in the zone who have already been promoted/debarred in the earlier Select Lists of PAs may be indicated in the **Annexure-IV** and detailed incumbency position in the PA grade may be furnished to this Department in the **Annexure-V**.

6. Cadre Units are also requested to get the **Annexure-VI** filled up from the concerned Steno Grade 'D' who have been found suitable for promotion as PA and forward the same along with the recommendations of the DPC and vigilance clearance. In case, no option for preference for posting is received from any official, the nomination/transfer shall be made keeping in view the number of vacancies in Cadre Units of CSSS. It is requested that complete information in the prescribed annexures may be furnished to this Department **latest by 16.3.2012 positively** so that a consolidated order may be issued by this Department.

**Encl: As above**



16/2/12

(Kameshwar Mishra)

Under Secretary to the Govt. of India

Telefax: 24623157

To

The Under Secretary(Admn.) of all Cadre Units of CSSS.









**ANNEXURE-V TO O.M. NO. 5/1/2012-CS-II(C) DATED 16.2.2012**

**NAME OF THE CADRE UNIT:**

**INCUMBENCY POSITION OF PAs AS ON DATE OF FILLING UP OF ANNEXURE**

<b>S.No.</b>	<b>Subject</b>	<b>Number of Posts</b>
1.	Sanctioned Strength of PAs as fixed vide DOPT's O.M. No.20/51/2009-CS.II(A) (Vol.II) dated 25.2.2011.	
2.	Number of posts of PAs en-cadred in CSSS with the approval of DOPT (along with a copy of approval) subsequent to O.M. dated 25.2.2011.	
3.	Number of regular PAs (excluding the number of PAs working as PS on ad-hoc basis) working in the Cadre Unit.	
4.	Number of PAs working as PS on ad-hoc basis in the Cadre Unit.	
5.	Number of Steno Grade 'D' working as PA on ad-hoc basis in the Cadre Unit.	
6.	Number of Steno Grade 'D' (excluding the number of Steno Grade 'D' working as PA on ad-hoc basis).	

**Details of Steno 'D' who are transferred out on their adhoc/regular promotion as PA but yet to be relieved by the Cadre Unit**

<b>S.No.</b>	<b>Name</b>	<b>SL year</b>	<b>CSL No.</b>	<b>Reasons for non-relieving</b>

**Signature of Under Secretary(Admn.)**  
**Name:**  
**Stamp:**

**ANNEXURE-VI TO O.M. NO. 5/1/2012-CS-II(C) DATED 16.2.2012**

**PERSONAL INFORMATION FOR OPTIONS FOR POSTING  
TO BE FILLED BY THE CONCERNED OFFICIAL**

**CSL NUMBER:**

**SL YEAR:**

1	Name	
2	Designation	
3	Date of Birth	
4	Present Cadre Unit with office address	
5	Name/Designation/Contact No. of the officer with whom posted at present	
6	Parent Cadre Unit – where joined as Steno Grade 'D'	
7	Contact No./Mobile No.	
8	Educational Qualification	
9	Residential Address	

10 Previous posting(s)

Grade	Cadre Unit	Period		No. of Years
		From	To	
Steno 'D'				
Ad-hoc PA				

11 Preferences for posting without repetition (with reasons thereon)

S.No.	Cadre Unit	Reason(s)
(i)		
(ii)		
(iii)		

**Signature  
Name of official:**

**Signature of US(Admn.)  
Stamp**