

IMMEDIATE

No.5/1/2008-CS.II  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
(Department of Personnel & Training)

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Lok Nayak Bhavan, New Delhi-110 003  
Dated: the 19<sup>th</sup> February, 2008

OFFICE MEMORANDUM

Subject: **Fixation of range of seniority for promotion from Steno Grade 'D' to Steno Grade 'C' of CSSS - Select List Year 2005- reg.**

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The undersigned is directed to say that the nomination of Stenos Grade 'D' for appointment as Stenos Grade 'C' of CSSS against the Seniority Quota vacancies for the Select List 2004 has already been made vide this Department's O.M.No.5/12/2006-CS.II dated 30.11.2007. On the basis of the relevant data as furnished to this Department by the cadre authorities, it has been decided that the following will be the 'range of seniority' (zone of promotion) for making additions to the Select List of Stenos Grade 'C' of CSSS against Seniority Quota vacancies for the year, 2005:-

General Category	All unabsorbed Stenos Grade 'D' of the previous zones and Stenos Grade 'D' upto the S.No. 124 in the CSL -1981 of Stenos Grade 'D' of CSSS, issued by this Department through O.M. No. 20/23/2005-CS-II dated 28/31.7.2006
SC Category	All unabsorbed Stenos Grade 'D' of the previous zones and Stenos Grade 'D' upto S.No. 1425 whose names figure in the CSL upto S.L.Year 1993 of Stenos Grade 'D' of CSSS.
ST Category	All Stenos Grade 'D' who have completed 5 years of 'approved service' as on 1.7.2005.

2. As Cadres may be aware, consequent upon Cadre restructuring of CSSS in the year 2005, a large number of posts in Steno Grade 'C' of CSSS became available. Pending filling up of the posts/vacancies through normal modes of recruitment prescribed under the rules, these posts/vacancies have been filled up on ad-hoc basis, in administrative interest/exigencies. In this regard, attention is invited to this Department's O.M.No.5/11/2006-CS.II dated 12.10.2006 and subsequent OMs through which Stenos Grade 'D' of CSSS were nominated/re-nominated for appointment as Steno Grade 'C' of CSSS on ad-hoc basis. Some of the officials being covered now for regular promotion to Steno Grade 'C' of CSSS within the 'zone of promotion' prescribed above have already been promoted as Steno Grade 'C' of CSSS on ad-hoc basis in their own cadre and some have been nominated to other cadres.



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3. All the cadre controlling authorities of CSSS are requested to place the cases of all eligible Stenographers Grade 'D', who are covered within the 'zone of promotion' prescribed and who have not yet been included in the Select List of Steno 'C' of CSSS, before the Departmental Promotion Committee to assess their suitability or otherwise for promotion to the Steno Grade 'C' of CSSS. It is further requested that **the recommendations of the Departmental Promotion Committee along-with vigilance clearance in respect of all the eligible officer(s) concerned who are working in their cadres including those who have been transferred from other cadres to their cadre on their ad-hoc promotion to Steno Grade 'C' of CSSS, may be furnished to this Department in the prescribed proforma (Annexures -I,II & III) latest by 31<sup>st</sup> March, 2008.**

4. Cadres are also requested to furnish a list of officers, if any, figuring in the 'zone of promotion' who have already been promoted through earlier Select List(s), as in Annexure - IV.

Encl : As above.



( G.S.Pundir )

Under Secretary to the Government of India  
Tel: 24623157

All the Cadre Controlling Authorities of CSSS.

**Copy to:-**

1. Guard file.
2. NIC, with the request to upload this on the website of this Ministry under the Heading "Zone of Promotion".

ANNEXURE-I TO O.M.NO. 5/1/2008-CS.II DATED 19.02.2008

NAME OF THE CADRE: .....

PARTICULARS OF STENO GR. 'D' BELONGING TO GENERAL CATEGORY FOR MAKING ADDITIONS  
TO THE SELECT LIST OF STENO GR. 'C' OF CSSS THROUGH SENIORITY QUOTA FOR THE YEAR 2005

S.No.	Name	Date of Birth	Select List year of the Steno Gr. 'D' Of CSSS	S. No. in the CSL of Steno Gr. 'D'	Whether considered suitable for inclusion in the Select List of Steno Gr. 'C' of CSSS	Whether clear from Vigilance angle	Parent Cadre of transferred Officer(s), wherever applicable
1	2	3	4	5	6.	7.	8.

Signature of Under Secretary:

Name:

Stamp:

ANNEXURE-II TO O.M.NO. 5/1/2008-CS,II DATED 19.02.2008

NAME OF THE CADRE: .....

PARTICULARS OF STENO GR. 'D' BELONGING TO SC CATEGORY FOR MAKING ADDITIONS TO THE SELECT LIST OF STENO GR. 'C' OF CSSS THROUGH SENIORITY QUOTA FOR THE YEAR 2005.

S.No.	Name	Date of Birth	Select List year of the Steno Gr. 'D' of CSSS	S. No. in the CSL of Steno Gr. 'D'	Whether considered suitable for inclusion in the Select List of Steno Gr. 'C' of CSSS	Whether clear from Vigilance angle	Parent Cadre of transferred Officer(s), wherever applicable
1	2	3	4	5	6.	7.	8.

Signature of Under Secretary:

Name:

Stamp:

ANNEXURE-III TO O.M.NO. 5/1/2008-CS.II DATED 19.02.2008

NAME OF THE CADRE: .....

PARTICULARS OF STENO GR., 'D' OF CSSS BELONGING TO ST CATEGORY FOR MAKING ADDITIONS TO THE SELECT LIST OF STENO GR. 'C' OF CSSS THROUGH SENIORITY QUOTA FOR THE YEAR 2005.

S. No.	Name	Date of Birth	Select List year of the Steno Gr. 'D' of CSSS	S.No. in the CSL of Steno Gr. 'D', if any	Whether considered suitable for inclusion in the Select List of Steno Gr. 'C' of CSSS	Whether clear from Vigilance angle	Parent Cadre of transferred Officer(s), wherever applicable
1	2	3	4	5	6.	7.	8.

Signature of Under Secretary:

Name:

Stamp:

LIST OF STENO GRADE 'D' FIGURING IN THE ZONE WHO HAVE ALREADY BEEN PROMOTED THROUGH EARLIER SELECT LIST

S.No.	Name	Category (Gen./SC/ST )	S. No. in the CSL of Steno Gr. 'D', wherever applicable	Year of Select List (SQ/DE to be specified)	Present cadre	Remarks
1	2	3	4	5	6	7

Signature of Under Secretary:

Name:

Stamp: