MOST IMMEDIATE

No.5/4/2013-CS-II(C) Government of India Ministry of Personnel, Public Grievances and Pensions Department of Personnel and Training

3rd Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003.

Date: 15th July, 2013.

15 JUL

2013

OFFICE MEMORANDUM

Subject: Compilation of vacancies in the Personal Assistant (PA) grade of CSSS for the Select List Year-2012.

The undersigned is directed to say that this Department has been calculating the vacancies in the PA grade on centralised basis by preparing the Post Based Reservation Roster (PBRR) since SLY-2011. Since the period of SLY-2012 i.e. from 1.7.2012 to 30.6.2013 has been completed, the process of compilation of exact number of vacancies in the PA grade for the SLY-2012 needs to be initiated. The vacancies arisen on account of retirement in the PA grade and promotion to the PS Grade will be assessed centrally by this Department for which post based reservation rosters (PBRRs) will be prepared in this Department. In order to calculate the exact number of vacancies in the PA grade for SLY-2012 arisen due to other reasons such as deputation, resignation, pre-mature retirement, death, absorption, etc., additional information will be required from the Cadre Units of CSSS.

2. For compilation of this information, some proformae have been devised which are enclosed as Annexures I to VII to this O.M. As such, all Cadre Units are requested to furnish the requisite information properly in the prescribed Annexures to this Department positively by 5.8.2013 so as to enable this Department to prepare the PBRRs in respect of PA Grade and calculate the vacancies for the Select List Year 2012.

कार्षिक और प्रवेषण विकार लोक त्रावक श्वण Depti. of Pergonal के पुर. L. N. Bhawan प्रारंभित स्वीर निर्मास काल्यापा रिकटकोश & Isaued Seotion जारी किना/ISSUED To

(Kameshwar Mishra)

Under Secretary to the Govt. of India

Telefax: 24623157

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

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42 Cadres

ANNEXURE-I TO O.M. No.5/4/2013-CS-II(C) DATED 15.7.2013

VACANCIES IN PERSONAL ASSISTANT GRADE & STENO GRADE 'D' FOR THE SELECT LIST YEAR – 2012 (FROM 1ST JULY 2012 TO THE 30TH JUNE 2013)

(POSITION AS ON 1.7.2013)

1	Name of the Cadre Unit					
2	Sanctioned Strength of PAs & Steno Grade 'D' as on 1.7.2012.	.]	PA Steno 'D'			
3	Number of posts of PAs & Steno Grade 'D' en-cadred in CSSS with the approval of DOPT during the SLY-2012 (along with a copy of approval).		PA Steno 'D'			
4	Number of posts of PAs & Steno Grade 'D' de-cadred/abolished from CSSS during the select list year (along with a copy of order).	. 1	PA Steno 'D'			
5	Number of regular PAs working as PSs on ad-hoc basis in the Cadre Unit (Annexure-II).	Gen	SC	ST	Total	
6	Number of regular PAs (excluding the number of PAs working as PS on ad-hoc basis) working in the Cadre Unit (Annexure-III).	Gen	SC	ST	Total	
7 _	Number of Steno Grade 'D' working as PAs on ad-hoc basis in the Cadre Unit (Annexure-IV).	Gen	SC	ST	Total	
8	Number of Steno Grade 'D' (excluding the number of Steno Grade 'D' working as PAs on ad-hoc basis) in the Cadre Unit (Annexure-V).	Gen	SC	ST	Total	
9	Number of regular PAs & Steno Grade 'D' who joined on reversion from deputation during the select list year. (attach list of officers indicating their names, date of birth, CSL/Rank numbers, category and SL year)					
10	Number of regular PAs & Steno Grade 'D' who went on deputation during the select list year. (attach list of officers indicating their names, date of birth, CSL/Rank numbers, category and SL year)				į	
11	Number of PAs & Steno Grade 'D' who resigned/technically resigned, retired pre-maturely, died, absorbed, etc. during the Select List Year. (attach list of the officers indicating their names, date of birth, CSL/Rank numbers, category and SL year along with			,		
	date)					

Signature of Under Secretary(Admn.)
Name:

Stamp

ANNEXURE-II TO O.M. No.5/4/2013-CS-II(C) DATED 15.7.2013

PARTICULARS OF PAS WORKING AS PSS ON AD-HOC BASIS IN THE ASCENDING ORDER OF THEIR CSL NUMBER

(POSITION AS ON 1.7.2013)

SI. No.	Name	Category (Gen/SC/ST/PH)	Date of Birth	Select List Year	CSL number	Mode of appointment in PA grade (DR/SQ/LDCE)	Parent Cadre of transferred Officers, wherever applicable
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Note: The PAs who had been appointed on their own merit in PA Grade and not due to reservation, their details may be indicated properly

Signature	of Under	Secretary((Admn.)
Name:			

Stamp:

ANNEXURE-III TO O.M. No.5/4/2013-CS-II(C) DATED 15.7.2013

PARTICULARS OF REGULAR PAS (EXCLUDING PAS WHO ARE WORKING AS PSS ON AD-HOC BASIS) IN THE ASCENDING ORDER OF THEIR CSL NUMBER

(POSITION AS ON 1.7.2013)

SI. No.	Name	Category (Gen/SC/ST/PH)	Date of Birth	Select List Year	CSL number	Mode of appointment in PA Grade (DR/SQ/LDCE)	Parent Cadre of transferred Officers, wherever applicable
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Note: The PAs who had been appointed on their own merit in PA Grade and not due to reservation, their details may be indicated properly

Name:

Stamp:

ANNEXURE-IV TO O.M. No.5/4/2013-CS-II(C) DATED 15.7.2013

PARTICULARS OF STENOGRAPHERS GRADE 'D' WORKING AS PAS ON AD-HOC BASIS IN THE ASCENDING ORDER OF THEIR CSL NUMBER

(POSITION AS ON 1.7.2013)

SI. No.	Name	Category (Gen/SC/ST/PH)	Date of Birth	Select List Year (Steno D)	CSL number (Steno D)	Mode of appointment in Steno 'D' (DR/LDCE)	Parent Cadre of transferred Officers, wherever applicable
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Note: The Steno Grade 'D' who had been appointed on their own merit in the grade and not due to reservation, their details may be indicated properly

Signature of	Under Secret	ary(Admn.)
Name:		·
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ANNEXURE-V TO O.M. No.5/4/2013-CS-II(C) DATED 15.7.2013

PARTICULARS OF STENO GRADE 'D' (EXCLUDING STENO GRADE 'D' WHO ARE WORKING AS PAS ON AD-HOC BASIS) IN THE ASCENDING ORDER OF THEIR CSL NUMBER

(POSITION AS ON 1.7.2013)

Sl. No.	Name	Category (Gen/SC/ST/PH)	Date of	Select List	CSL/Rank number	Mode of appointment	Parent Cadre of
110.		(301/30/31/11)	Birth	Year	пишост	in Steno 'D' (DR/LDCE)	transferred Officers, wherever applicable
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Note: The Steno Grade 'D' who had been appointed on their own merit in the grade and not due to reservation, their details may be indicated properly

Signature of Under Secretary(Admn.) Name: Stamp

ANNEXURE-VI TO O.M. No.5/4/2013-CS-II(C) DATED 15.7.2013

PARTICULARS OF STENO GRADE 'D'/AD-HOC PAS (IN THE ASCENDING ORDER OF THEIR CSL NUMBER) WHO ARE YET TO BE RELIVED ON THEIR REGULAR PROMOTION AS PAS TO JOIN OTHER CADRE UNITS

(POSITION AS ON 1.7.2013)

Sl. No.	Name	Category (Gen/SC/ST/PH)	Date of Birth	Select List Year	CSL number	Reasons for not relieving
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Signature	of Under	Secretary	(Admn.)
Name:			

Stamp:

ANNEXURE-VII TO O.M. No.5/4/2013-CS-II(C) DATED 15.7.2013

PARTICULARS OF STENO GRADE 'D'/AD-HOC PAS (IN THE ASCENDING ORDER OF THEIR CSL NUMBER) WHO ARE YET TO JOIN IN THE CADRE FROM OTHER CADRE UNITS ON THEIR REGULAR PROMOTION AS PAS

(POSITION AS ON 1.7.2013)

Sl. No.	Name	Category (Gen/SC/ST/PH)	Date of Birth	Select List Year	CSL number	Cadre Unit from where transferred on promotion
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Signature of Under Secretary(Ad	mn.)
Name:	
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