

**MOST IMMEDIATE**

No.5/4/2013-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.

Date: 15<sup>th</sup> 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.

कार्यालय और प्रविष्टि विभाग, लोक नायक भवन Deptt. of Personnel & Trng., L. N. Bhawan प्रविष्टि और निष्काश विभाग Receipt & Issued Section
15 JUL 2013
जारी किया/ISSUED

*Kameshwar Mishra*  
15/7/13

(Kameshwar Mishra)

Under Secretary to the Govt. of India

Telefax: 24623157

To

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

42 Cadres

o/c

**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 1<sup>ST</sup> JULY 2012 TO THE 30<sup>TH</sup> 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).	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)				
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











