

F.No-7/9/2020-CS.I(A)
Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel and Training)


2nd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi
Dated: the 3rd August, 2022

OFFICE MEMORANDUM

Subject: Collection of vacancy position in the Grade of ASOs-Reg.

All the Ministries/Departments are requested to furnish the vacancy position **as on 01.08.2022** in the Grade of Assistant Section Officer, as per Annexure-I.

2. The information may also be emailed as an MS Excel file on prachi.jain89@gov.in indicating the subject as – ‘**Vacancy Position in the Grade of ASO as on 01.08.2022**’.
3. Following points may be noted while furnishing the information
 - (i) ASOs on Long Leave/Deputation should be included in the in-position strength of ASOs and their details must be additionally furnished as per Annexure-II.
 - (ii) SL year of UDC Grade (and not the year of promotion) should be mentioned while furnishing the information in r/o Table-4 of Annexure-I
 - (iii) The information w.r.t the sub-cadre units should be furnished by the main Cadre Units after compilation.
4. All the Ministries/Departments are also requested to give utmost attention to the format and accuracy of details while furnishing all the requisite particulars. **The said information may be furnished to CS-I Division (DoP&T) before 22.08.2022 COMPULSORILY.**


(George D. Toppo)
Under Secretary to the Government of India
Tele No.24642705

To,
All Ministries/Departments participating in CSS Cadre
[Under Secretary (Admn/Estt)]

Vacancy position in the Grade of ASO as on 01.08.2022

Name of the Main Cadre Unit:-

Sub Cadre Unit, if any:

- 1.
- 2.
- 3.

Table-1 (Vacancy Status)

Grade	Sanctioned Strength	In-Positon as on 01.08.2022			Vacancies as on 01.08.2022	
		Regular		Ad-hoc		Total
		DR	Promotee (SQ)			

Table-2 [Regular ASOs (Direct Recruit – through CGLE)]

Sno.	Salutation (Shri/Ms)	Name	D.O.B (dd/mm/yyyy)	DR Recruitment Year	Date of Joining in present Cadre Unit	Whether on Deputation (Y/N)

Table-3 [Regular ASOs (Promotees – Seniority Quota)]

Sno.	Salutation (Shri/Ms)	Name	D.O.B (dd/mm/yyyy)	ASO Select List Year	Date of Joining in present Cadre Unit	Whether on Deputation (Y/N)

Table-4 [Ad-hoc ASOs (Regular SSAs)]

Sno.	Salutation (Shri/Ms)	Name	D.O.B (dd/mm/yyyy)	UDC Select List Year	Date of Joining in present Cadre Unit	Whether on Deputation (Y/N)

Information regarding Assistant Section Officers (ASOs) of Central Secretariat Services (CSS) who are on Long Leave/EOL/Long Absent/Deputation etc. as on 01.08.2022

Ministry/Department (Main Cadre Unit): _____

Deputation

Sno.	Name	DoB	Batch/ SL year	DR/SQ /Adhoc	Borrowing Organization and Post held	Deputa- tion from (date)	Deputa- tion to (date)	Whether or not fulfilled the 9 years criterion	If not fulfilled, whether relaxation from DoP&T was taken

Long Leave/EOL/Long Absent

Sno.	Name	D.O.B (dd/mm/yyyy)	Whether DR/SQ/Ad-hoc	Type of Long Leave (Maternity/EOL/ CCL etc.)	Period of Long Leave	
					From (dd/mm/yyyy)	To (dd/mm/yyyy)