

No.4/8/2013-CS-II (A)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

3<sup>rd</sup> Floor, Lok Nayak Bhavan, New Delhi-110003

Dated: the 26<sup>th</sup> May, 2014.

**OFFICE MEMORANDUM**

**Subject:** Nomination of Personal Assistant/Private Secretaries (ad-hoc) for appointment to the grade of Private Secretary of CSSS for the select list year 2012 on regular basis under the Zoning Scheme for Seniority Quota - reg.

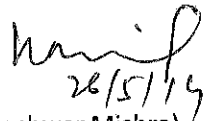
The undersigned is directed to refer to this Department's O.M. of even number dated 31/12/2013 on the subject mentioned above and to say that on the basis of information furnished by the cadre units, it has been decided to nominate the Personal Assistants/ Private Secretaries (ad-hoc) whose names appear in the Annexure to this O.M. for appointment/promotion to the PS grade of CSSS on regular basis under the Zoning Scheme on their inclusion in the Select List Year 2012.

2. It is requested that urgent action may be taken to appoint/promote these officers to Private Secretary grade of CSSS against the Select List Year 2012 provided they are clear from vigilance angle. A copy of the appointment/promotion order issued in this regard by the cadre unit duly indicating the CSL number of the officers be forwarded to this Department immediately.

3. No request for retention will be entertained as cadre allocation has been made on the basis of vacancies reported under seniority quota by the respective cadre units and in accordance with Rotational Transfer Policy for CSSS personnel issued vide this Department's O.M. No. 13/1/2009-CS.II dated 15.07.2011.

4. Cadre Units are also requested to ensure that the officers concerned are relieved within 45 days from the date of issue of this O.M. to take up the new posting in the cadre unit allocated failing which their nomination order shall be cancelled by this Department. While issuing order in this regard, it is to be ensured that the information pertaining to the officer in the web based system is complete and accurate. In case an officer nominated refuses regular promotion, cadre unit concerned may initiate action in terms of this Department's O.M. No. 5/1/2008-CS.I(S) dated 8.4.2011 under intimation to this Department.

5. This O.M. is available on the website of this Department viz [www.persmin.nic.in](http://www.persmin.nic.in) → Central Services Wing → CS Division → CSSS → Promotion (Regular) → Steno. Gr. 'C' to 'A&B' (Merged).

  
26/5/14  
(Kameshwar Mishra)

Under Secretary to the Government of India  
Tel. No.24623157

To,  
All Cadre Units of CSSS.

**Annexure to O.M. No. 4/8/2013- CSII(A) dated 26<sup>th</sup> May, 2014**

S. No.	Name (Shri/Smt./Ms.)	Date of Birth	Category	Cadre where working	Cadre where nominated
1.	K.V Ramana	25-06-1965	Gen.	Water Resources	Urban Development
2	N Ramachandaran	07-07-1957	Gen.	Commerce	Legal Affairs
3	Rita Ohri	11-09-1957	Gen.	Expenditure	MHA
4	Rajni Sethi	19-03-1957	Gen.	Expenditure	MHA
5	Rekha Madhok	13-07-1972	Gen.	Expenditure	Planning Commission
6	Sanjeev Kumar Anand	21-01-1972	Gen.	Environment & Forests	Environment & Forests
7	Kanwal K. Karwal	05-04-1956	Gen.	Youth Affairs	Youth Affairs
8	Tara Papreja	16-10-1959	Gen.	Commerce	Defence
9	Reeta Midha	28-02-1959	Gen.	Power	Water Resources
10	Rakesh Kumar	08-06-1959	Gen.	Power	Urban Development
11	Suman Lata	29-04-1957	Gen.	Power	Planning Commission
12	Rita	05-11-1958	Gen.	Health & FW	I&B
13	Mahesh Prasad	08-05-1953	Gen.	HRD	Retired w.e.f 31-05-2013
14	Raj Kalra	01-01-1958	Gen.	Posts	Supply
15	Sandhya Vohra	16-04-1960	Gen.	MHA	Rural Development
16	Shashi Goswami	17-03-1955	Gen.	Agriculture & Cooperation	Agriculture & Cooperation
17	Giby Alsyous	22-03-1962	Gen.	Agriculture & Cooperation	Commerce
18	K.Sundra Rajan	25-06-1956	Gen.	Commerce	Urban Development
19	Devi Sambyal	30-09-1957	Gen.	Environment & Forests	Environment & Forest
20	Girish Gupta	25-02-1960	Gen.	MHA	UPSC
21	J K Chauhan	04-04-1958	Gen.	Expenditure	MHA
22	Madhu Kundra	19-04-1959	Gen.	Expenditure	MHA
23	Renu Chawla	27-11-1958	Gen.	Labour	Power
24	Neelam Bala Chawla	06-09-1958	Gen.	Power	Power
25	B.Pasupathy	27-06-1959	Gen.	Posts	Posts
26	Meena Soni	07-06-1960	Gen.	P&NG	HRD
27	Vijay Ahuja	10-10-1958	Gen.	I&B	Agriculture & Cooperation
28	Madan Mohan Sharma	07-01-1957	Gen.	Urban Development	HRD
29	Pradeep Kumar	10-02-1959	Gen.	Planning Commission	Expenditure
30	P K Arora	03-07-1953	Gen.	Defence	Retired w.e.f 31-07-2013
31	Durga Rani Batra	02-04-1958	Gen.	Environment & Forests	Environment & Forest

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32	Meena Bhutani	09-04-1960	Gen.	Environment & Forests	Environment & Forests
33	Rama Sharma	26-07-1957	Gen.	Environment & Forests	Environment & Forests
34	Rakesh Mahajan	03-08-1960	Gen.	Power	Power
35	Alka Saxena	06-04-1960	Gen.	Power	Power
36	Madhu Sharma	07-05-1957	Gen.	Telecom	Telecom
37	Vinod Kumar Peer	26-07-1956	Gen.	Urban Development	H&FW
38	Pradeep Kumar Bera	26-10-1976	Gen.	Urban Development	Urban Development
39	A P Kukretti	23-04-1958	Gen.	MHA	Expenditure
40	Chander Kanta Rohilla	15-10-1962	Gen.	Food & PD	I&B
41	Sudha Sharma	21-02-1958	Gen.	Power	I&B
42	Vijay Arora	12-07-1959	Gen.	Planning Commission	Urban Development
43	K Anwani	15-05-1959	Gen.	Civil Aviation	Water Resources
44	V.K.Bhambani	18-04-1961	Gen.	Defence	Taken VRS w.e.f 05-12-2013
45	R.N.Datta	09-09-1957	Gen.	Legal Affairs	Legal Affairs
46	Anita Arora	17-10-1959	Gen.	Health & FW	Commerce
47	Navpreet Kaur	13-12-1977	Gen.	Consumer Affairs	Consumer Affairs
48	Rajeev Kumar	25-05-1962	Gen.	Labour	UPSC
49	Shashi Sehgal	15-12-1959	Gen.	Telecom	F&PD
50	Urvashi Kumar	09-09-1979	SC	Corporate Affairs	Corporate Affairs
51	Kanhiya Lal	10-10-1969	SC	DoP&T	DoP&T
52	Vinita Rai	30-10-1977	SC	Food & PD	Food & PD
53	Rajesh Kumar	20-12-1970	SC	MHA	MHA
54	Rajani Bala Verma	25-05-1975	SC	Posts	Posts
55	Harvinder Kaur	02-02-1972	SC	Expenditure	Expenditure
56	Thenkholal Baite	01-02-1981	ST	DoP&T	H&FW
57	Deepi Prasad	26-02-1983	ST	Fertilizers	Fertilizers
58	Sheelwanti Bilung	10-05-1973	ST	Telecom	Telecom

*Das*  
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