

**Most Immediate**

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

3<sup>rd</sup> Floor, Lok Nayak Bhavan, New Delhi-110003.  
Dated: the 27<sup>th</sup> May, 2014.

**OFFICE MEMORANDUM**

Subject :- Fixation of range of seniority for promotion from PA to PS Grade of CSSS-Select List Year 2012 – extension thereof

In continuation of this Department's O.M. of even number dated 31.12.2013 on the above mentioned subject, the undersigned is directed to say that it has been decided to extend the range of seniority in respect of the Personal Assistants belonging to UR category prescribed therein, as under:-

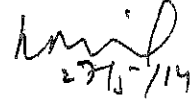
UR	All unabsorbed and eligible PAs of previous zones and the PAs upto CSL No. 1437 of Select List Year 2005 of Common Seniority List of PAs issued by this Department's vide O.M. No. 4/7/2011-CS.II (A) dated 13.07.2012 who have 5 years of 'Approved service' as on 01.07.2012.
SC & ST	All unabsorbed and eligible PAs of previous zones and PAs who have completed 5 years of 'Approved service' as on 1.7.2012.

2. All the Cadre Units of CSSS are requested to place the cases of all the eligible PAs of CSSS who are covered within the 'zone' prescribed and who have not yet been included in the Select List of PS Grade of CSSS, before the Departmental Promotion Committee, to assess their fitness or otherwise for promotion to the PS Grade 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 adhoc promotion to PS Grade of CSSS, may be furnished to this Department in the prescribed proforma (**Annexure-I, II & III**).

3. Cadre Units are also requested to furnish a list of officers who have already been relieved/refused regular promotion as PS for the Select List Year 2012 and vacancy position in the grade after taking into the account the nomination made vide this Department O.M. of even number dated 26.05.2014 as in **Annexure-IV & V**

4. Personal Information/Preference for posting, as per the provisions of RTP issued vide this Department O.M. No.13/1/2009-CS.II dated 15.7.2011, may also be furnished to this Department in the **Annexure- VI** respectively. In case, no option for preference for posting is received from any official, the nomination/transfer shall be made keeping in view the number of vacancies in Cadre Units of CSSS.

5. The above information may be furnished to this Department in the prescribed proforma latest by **13.06.2014**.



(Kameshwar Mishra)

Under Secretary to the Government of India

Tel.No. 24623157

Encl: **As above**

To

All the Cadre Units of CSSS.  
US (Admn ) by name

Copy to :-

1. Guard file
2. Hindi Section, DOPT, North Block, New Delhi( for Hindi version)
3. NIC Cell, DoP&T, Lok Nayak Bhavan, Khan Market, New Delhi.

**ANNEXURE-I TO O.M.NO. 4/8/2013-CS.II (A) DATED 27.05.2014**

**NAME OF THE CADRE: .....**

**PARTICULARS OF PA BELONGING TO GENERAL CATEGORY FOR MAKING  
ADDITIONS TO THE SELECT LIST OF PS OF CSSS THROUGH SENIORITY QUOTA  
FOR THE YEAR 2012.**

Sl. No.	Name of the officer	Date of Birth	Select List year of the PA of CSSS	CSL No. in the in OM No.4/7/2011- CS.II (A) dated 13/7/2012	Whether considered suitable for inclusion in the Select List of PS of CSSS	Whether clear from Vigilance angle	Period of stay (in years) in the present cadre	Parent Cadre of transferred Officer(s), wherever applicable
1	2	3	4	5	6.	7.	8.	9.

Signature of Under Secretary:

Name :

Stamp:

**ANNEXURE-II TO O.M. NO. 4/8/2013-C.II (A) DATED 27.05.2014**

**NAME OF THE CADRE: .....**

**PARTICULARS OF PA BELONGING TO SC CATEGORY FOR MAKING ADDITIONS  
TO THE SELECT LIST OF PS OF CSSS THROUGH SENIORITY QUOTA FOR THE  
YEAR 2012.**

Sl. No.	Name of the officer	Date of Birth	Select List year of the PA of CSSS	CSL No. in the in OM No.4/7/2011- CS.II (A) dated 13.7.2012	Whether considered suitable for inclusion in the Select List of PS of CSSS	Whether clear from Vigilance angle	Period of stay (in years) in the present cadre	Parent Cadre of transferred  Officer(s), wherever applicable
1	2	3	4	5	6.	7.	8.	9.

Signature of Under Secretary:

Name :

Stamp:

**NAME OF THE CADRE: .....**

**PARTICULARS OF PA OF CSSS BELONGING TO ST CATEGORY FOR MAKING  
ADDITIONS TO THE SELECT LIST OF PS OF CSSS THROUGH SENIORITY QUOTA  
FOR THE YEAR 2012.**

Sl. No	Name of the officer	Date of Birth	Select List year of the PA of CSSS	S. No. in the in OM No.4/7/2011 -CS.II (A) dated 13.7.2012	Whether considered suitable for inclusion in the Select List of PS of CSSS	Whether clear from Vigilance angle	Period of stay (in years) in the present cadre	Parent Cadre of transferred  Officer(s), wherever applicable
1	2	3	4	5	6.	7.	8.	9.

Signature of Under Secretary:

Name :

Stamp :

**List of officers who have already been relieved/refused promotion against S.L.2012**

S.No.	Name of the Officer	CSL No. In OM No.4/7/2012-CS.II (A) dated 13.7.2012	Present cadre of the officer	Whether relieved/ refused regular promotion/date

Signature of Under Secretary:

Name :

Stamp:

**NAME OF THE CADRE UNIT:**

**Vacancy position in the grade of PS after implementation of DOPT**

**O.M.No. of even number dated 26.05.2014**

Sanctioned strength	Number of regular PS in position	Number of persons working as adhoc PS	Number of PS on deputation/likely date of repatriation	Number of vacancy remaining unfilled (Gen/SC/ST)	Remarks
1	2	3	4	5	6

Signature of Under Secretary:

Name :

Stamp:

**PERSONAL INFORMATION FOR OPTIONS OF POSTING**

**TO BE FILLED BY THE CONCERNED OFFICIAL**

**CSL No. in OM No.4/7/2011-CS.II (A) dated 13.7.2012 :**

**SL YEAR:**

1	Name	
2	Designation	
3	Date of Birth	
4	Present Cadre Unit with office address	
5	Name/Designation/Contact No. of the officer with whom posted at present	
6	Contact No./Mobile No.	
7	Educational Qualification	
8	Residential Address	

**9 Previous posting(s)**

Grade	Cadre Unit	Period		No. of Years
		From	To	
Steno 'D'				
PA				
PS				
Ad-hoc PS				

**10 Preferences for posting without repetition (with reasons thereon)**

S.No.	Cadre Unit	Reason(s)
(i)		
(ii)		
(iii)		

**Signature**

**Name of the official:**

**Signature of US(Admn.)**

**Stamp**