

No.4/9/2014-CS.II(A)(part-III)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

3rd Floor, Lok Nayak Bhavan, New Delhi-110003.

Dated: the 27th February, 2015.

OFFICE MEMORANDUM

Subject:- Fixation of range of seniority for promotion from PA to PS Grade of CSSS-Select List Year 2013 (extended) – reg.

The undersigned is directed to say that it has been decided to extend the range of seniority (zone of consideration) for making addition to the Select List of PS Grade (Seniority Quota) of CSSS for the Select List Year 2013 as follows:-

UR	All unabsorbed and eligible PAs of previous zones and the PAs from CSL No. 1665 (SLY 2006) to CSL No. 1780 (SLY 2007) of Common Seniority List of PAs issued by this Department's O.M. No. 4/7/2011-CS.II (A) dated 13.07.2012 who have completed 5 years of 'Approved service' as on 01.07.2013.
SC & ST	All unabsorbed and eligible PAs of previous zones and PAs who have completed 5 years of 'Approved service' as on 1.7.2013.

2. All the Cadre Units of CSSS are requested to place the cases of 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. The recommendations of the Departmental Promotion Committee, along with vigilance clearance in respect of the eligible officer(s) concerned who are working in their cadres be furnished by the Cadre Units to this Department in the prescribed proforma **(Annexure-I, II & III)**.

3. Cadre Units are also requested to furnish a list of officers, if any, figuring in the 'zone' who has already been promoted/debarred through earlier Select List(s), as in **Annexure-I to Annexure -IV**. They may also ensure that data in respect of these officers in the Web based Cadre Management System is updated.


4. This Department has proposed a revised Rotational Transfer Policy in respect of CSSS officers. It has, therefore, been considered appropriate to decide posting of officers henceforth on transfer and on promotion as per the proposed policy on the following parameters:

- (i) Ministries/Departments are categorized into category A and category B for posting/transfer **(Annexure-V)**
- (ii) Certain Ministries qualify for concession in tenure for posting by one year;
- (iii) The policy provides a tenure of Eight years for PS grade in a particular Ministry/Department, including continuous tenure rendered in any other designation in the same Ministry/ Department;

- (iv) On promotion, an officer at any level shall be posted out of the Ministry/Department if he/she has served in the same Ministry/Department in any capacity for a period exceeding the prescribed tenure for the promotion post;
- (v) Officers who are due for superannuation within two years will be retained in the same Ministry/Department against an existing vacancy of the promotional post. In case of there being no vacancy of the promotional post then the officer will be transferred to another Ministry/Department;
- (vi) Officers who are due for superannuation within six months will not be transferred as in such a short period one cannot be expected to continue usefully in another Ministry/Department. Further, such a transfer may result in delay of finalizing pension papers. Such an officer will be retained in the same Ministry/Department against an available vacancy of the promotional post. In the absence of a vacancy, the post held by him/her will be upgraded on personal basis by keeping one post in another Ministry/Department vacant so as not to exceed the cadre strength. On retirement the post will be revert to its original level;
- (vii) The Placement Committee will decide posting of officers on the basis of seniority, preference, past postings etc.

5. Officials are requested to submit their option in the prescribed proforma (Annexure-VI). Cadre wise updated vacancy position will be uploaded shortly.

6. The above information be furnished to this Department in the prescribed proforma latest by 19.03.2015.


(Kameshwar Mishra)

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

Encl: As above

To

Under Secretary (Admn.) of all the Cadre Units of CSSS.

Copy to :-

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

ANNEXURE-I TO O.M.NO. 4/9/2014-CS.II (A) part-III DATED 27.02.2015

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 2013.

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. 4/9/2014-C.II (A)Part-III DATED 27.02.2015

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 2013.

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 III to O.M.NO.4/9/2014-CS.II (A) part-III DATED 27.02.2015

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 2013.

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.2013**

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:

Category – A

No.	Ministry / Department
1	Agriculture & Cooperation
2	Culture
3	Defence
4	Personnel & Training
5	Earth Science
6	Food & Public Distribution
7	Home Affairs
8	Human Resource Development
9	Legal Affairs
10	Minority Affairs
11	Micro, Small and Medium Enterprises
12	Planning Commission
13	Posts
14	Rural Development
15	Social Justice & Empowerment
16	Supply Division
17	Tribal Affairs
18	Union Public Service Commission
19	Urban Development
20	Women & Child Development

Category - B

S.No.	Ministry / Department
1	Civil Aviation
2	Coal
3	Commerce
4	Consumer Affairs
5	Corporate Affairs
6	Env & Forests
7	Expenditure
8	Fertilizers
9	Health & Family Welfare
10	Information & Broadcasting
11	Industrial Policy & Promotion
12	Labour
13	Mines
14	Petroelum & Natural Gas
15	Power
16	Road Transport & Highways
17	Science & Technology
18	Shipping
19	Steel
20	Telecom
21	Textiles
22	Water Resources
23	Youth Affairs & Sports

Annexure-V(c)

**Ministries/Departments which may be qualified for concession
in tenure for posting by one year**

S.No.	Ministry / Department
1	Personnel & Training
2	Defence
3	Expenditure
4	Home Affairs
5	Legal Affairs

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				
Ad-hoc PS				
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**