

No.4/1/2016-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 29<sup>th</sup> March, 2016.

**OFFICE MEMORANDUM**

**Subject:-** Fixation of range of seniority for promotion from PA to PS Grade of CSSS for Select List Year 2015 – reg.

The undersigned is directed to say that it has been decided to fix 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 2015 as follows:-

UR	All the unabsorbed and eligible PAs of previous zones and PAs from <b>CSL No. 2083 (SLY 2010) to CSL No. 2716 (Select List Year 2010)</b> of Common Seniority List of PAs issued vide this Department's vide OM No. 4/11/2014-CS.II(A) dated 11.12.2015 and who have completed 5 years of approved service as on 01.07.2015.
For SC & ST category	All unabsorbed PAs of previous zones and PAs who have completed 5 years of Approved service as on 01.07.2015.

2. The tentative vacancies proposed to be filled up under Seniority Quota mode for SLY 2015 are as under:-

Remarks	UR	SC	ST	Total
Total vacancies	<b>157</b>	<b>135</b>	<b>114</b>	<b>406</b>

3. 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, including those who have been transferred from other cadres to their cadre, on their ad-hoc promotion to PS Grade of CSSS, be furnished by the Cadre Units to this Department in the prescribed proforma (**Annexure-I, II & III**).

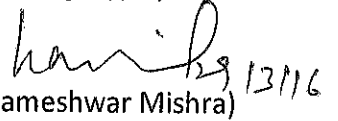
4. Cadre Units are also requested to furnish a list of officers, if any, figuring in the 'zone' who have already been promoted/debarred through earlier Select List(s), as in **Annexure-I to Annexure -IV**.

5. It may be ensured that data in respect of the officers are duly filled/ updated in the Web based Cadre Management System of this Department before sending the DPC recommendation to this Department.

6. This Department vide OM No. 25/28/2014-CS.II(A) dated 22.07.2015 have issued revised Rotational Transfer Policy in respect of CSSS officers. The revised policy stipulates the following parameters for transfer on promotion:-

- (i) Ministries/Departments are categorized into category A and category B for posting/ transfer (Annexure-VII & VIII).
  - (ii) In Group 'A', certain Ministries/Departments qualify for a reduced tenure by one year (Annexure-IX).
  - (iii) An officer on transfer shall ordinarily be posted from Group 'A' → Group 'B' and Group 'B' → Group 'A', if they have completed the prescribed tenure. However, the officers presently posted in Group 'A' Ministries/ Departments may opt for posting in the same Group. In that case on posting to Ministry/ Department in Group 'A' the tenure will be counted afresh. However, this option will not be available to officers currently posted in Group 'B' to remain in Group 'B'.
  - (iv) An officer who is to be transferred out from the current Ministry/ Department on completion of prescribed tenure may also be allowed option for posting in a Ministry/ Department where he earlier served subject to the condition that there is a gap of period which is equal to tenure prescribed for the post.
  - (v) Certain Ministries qualify for concession in tenure for posting by one year;
  - (vi) 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;
  - (vii) 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;
  - (viii) 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;
  - (ix) 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;
  - (x) The Placement Committee will decide posting of officers on the basis of vacancy, seniority, preference, past postings etc.
7. Officials are requested to submit their option in the prescribed proforma (Annexure-VI). Cadre wise updated vacancy position will be uploaded shortly.

8. The above information be furnished to this Department in the prescribed proforma latest by **29.04.2016.**
9. This O.M. is available on the website of this Department viz [www.persmin.nic.in](http://www.persmin.nic.in) → DOP&T → Central Secretariat → Central Secretariat Stenographers Service (CSSS) → Promotions → Zone of promotion → Steno Grade 'C' to Grade A & B (Merged)(PS).

  
(Kameshwar Mishra)

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

Encl: **As above**

To

All the Cadre Units of CSSS.  
US (Admn )

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.
3. Guard file.

**ANNEXURE-I TO O.M.NO. 4/1/2016-CS.II (A) DATED 29-03-2016****PARTICULARS OF PA BELONGING TO GENERAL CATEGORY FOR MAKING ADDITIONS TO THE SELECT LIST OF PS OF CSSS THROUGH SENIORITY QUOTA FOR THE YEAR 2015.**

Sl. No.	Name of the officer	Date of Birth	Select List year of the PA of CSSS	CSL No. in the in OM No.4/11/2014-CS.II (A) dated 11/12/2015	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. 4/1/2016-CS.II (A) DATED 29-03-2016****PARTICULARS OF PA BELONGING TO SC CATEGORY FOR MAKING ADDITIONS TO THE SELECT LIST OF PS OF CSSS THROUGH SENIORITY QUOTA FOR THE YEAR 2015.**

Sl. No.	Name of the officer	Date of Birth	Select List year of the PA of CSSS	CSL No. in the in OM No.4/11/2014-CS.II (A) dated 11/12/2015	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. 4/1/2016-CS.II (A) DATED 29-03-2016**

**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 2015.**

Sl. No	Name of the officer	Date of Birth	Select List year of the PA of CSSS	CSL No. in the in OM No.4/11/2014 -CS.II (A) dated 11/12/2015	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-IV TO O.M.NO. 4/1/2016-CS.II (A) DATED 29-03-2016**

**LIST OF OFFICERS FIGURING IN THE EARLIER ZONES BUT COULD NOT BE PROMOTED**

S.No.	Name of the Officer	Year of Select List (SQ/DE to be specified)	Reasons (debarred, non relieving etc.)

Signature of Under Secretary:

Name:

Stamp:

**ANNEXURE-V TO O.M.NO. 4/1/2016-CS.II (A) DATED 29-03-2016**

**INCUMBENCY POSITION OF PSs AS ON DATE OF FILLING UP OF ANNEXURE**

S.No.	Subject	Number of Posts
1	Sanctioned strength of PS as fixed vide DOPT's O.M. No. 20/51/2009-CS.II (A) (Vo.II) dated 25.2.2011	
2.	Number of Posts en-cadred in CSSS with the approval of DOPT subsequent to O.M. dated 25.2.2011 (encl copy of DOP&T approval)	
3.	Number of PS working on regular basis	
4.	Number of PAs working as PS on adhoc basis in the Cadre Unit .	

**PERSONAL INFORMATION FOR OPTIONS OF POSTING TO BE FILLED BY THE CONCERNED OFFICIAL****CSL No. in OM No.4/11/2014-CS.II (A) dated 11.12.2015****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	Whether Level-II training successfully completed, If 'Yes' the training programme and the date on which the training completed be indicated	

**10. Previous posting(s)**

Grade	Department/Ministry	Period		No. of Years
		From	To	
Steno 'D'				
PA(ad-hoc)				
PA				
PS (ad-hoc)				

**11 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.)**

**Annexure- VII**

**Group - A**

<b>S.No.</b>	<b>Ministry / Department</b>
1	Animal Husbandry, Dairying & Fisheries
2	Agriculture & Cooperation
3	Culture
4	Defence
5	Personnel & Training
6	Earth Science
7	Food & Public Distribution
8	Home Affairs
9	Higher Education
10	Legal Affairs
11	Minority Affairs
12	Micro, Small and Medium Enterprises
13	Niti Ayog
14	Posts
15	Rural Development
16	Social Justice & Empowerment
17	Supply Division
18	Tribal Affairs
19	Union Public Service Commission
20	Urban Development
21	Women & Child Development



ANNEXURE-VIII**Group - B**

<b>S.No.</b>	<b>Ministry / Department</b>
1	Civil Aviation
2	Coal
3	Commerce
4	Consumer Affairs
5	Corporate Affairs
6	Environment, Forests & Climate Change
7	Expenditure
8	Fertilizers
9	Health & Family Welfare
10	Information & Broadcasting
11	Industrial Policy & Promotion
12	Labour & Employment
13	Mines
14	New & Renewable Energy
15	Petroleum & Natural Gas
16	Power
17	Road Transport & Highways
18	Science & Technology
19	Shipping
20	Steel
21	Telecom
22	Textiles
23	Water Resources, River Development and Ganga Rejuvenation
24	Youth Affairs & Sports

**Annexure-IX**

**Ministries/Departments for reduced tenure of posting by one  
year**

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