

TIME BOUND

No.4/1/2016-CS.II(A)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
(CS.II Division)

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

Dated: 11th September, 2018.

OFFICE MEMORANDUM

Subject:- Fixation of range of seniority for promotion from Personal Assistant (PA) to Private Secretary (PS) Grade of CSSS for Select List Year 2015 (under **Seniority Quota**) - reg.

The undersigned is directed to refer to this Department's earlier O.M. of even number dated 29.03.2016 on the subject mentioned above and to say that the DPC recommendation sent by the various cadre units during the period May to August 2016. However, due to legal issues, requisite orders for inclusion of the eligible and fit candidates could not be issued in respect of select list year 2015 under seniority quota for promotion from PA to PS grade of CSSS.

2. Since as per the provisions contained in the DPC guidelines circulated by the Establishment Division, vide their O.M. No.22011/5/86-Estt.(D) dated 10.04.1989, the validity of panel thus prepared has since expired. A fresh DPC is, therefore, to be conducted by the cadre units concerned for drawing up the fresh panel in the above matter.

3. Therefore, 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 as stipulated in the O.M of even number dated 29-03-2016 (copy enclosed) and who have not yet been included in the Select List of PS Grade of CSSS, before the Departmental Promotion Committee for a DPC exercise as per procedure, to assess their fitness or otherwise for promotion to the PS Grade of CSSS for inclusion in the SLY 2015 under seniority Quota. 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 or otherwise, be furnished by the Cadre Units to this Department in the prescribed proforma (**Annexure-I, II & III**), as annexed to the O.M of even number dated 29-03-2016, a copy of which is enclosed along with.

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**, as annexed to the O.M of even number dated 29-03-2016.

5. All the cadre units concerned are, therefore, requested to take time bound necessary action to complete the process and intimate this department on or before 28-09-2018, positively.

6. 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.

7. Officials will be separately requested to submit their option as per RTP guidelines for CSSS.

8. It is once again emphasised that the exercise may be done in a time bound manner to adhere to the deadline as given in Para (5) above.

9. This O.M. is available on the website of this Department viz 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).

Chirabrata Sarkar
11/9/2018

(Chirabrata Sarkar)
Under Secretary to the Government of India
Telefax .No. 24623157

Encl: As above

To

All the Cadre Units of CSSS {US (Admn)/Deputy Secretary(Admn.)}

Copy to :-

1. Hindi Section, DOPT, North Block, New Delhi (for Hindi version)
2. Guard file.

Most Immediate

No.4/1/2016-CS.II(A)
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 29th 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 CSL No. 2083 (SLY 2010) to CSL No. 2716 (Select List Year 2010) 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	157	135	114	406

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.

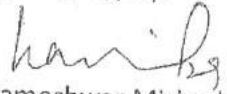
5. It may be ensured that data in respect of the officers are duly filled/ updated in the Web based Cadre Management System of this Department before sending the DPC recommendation to this Department.

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 as 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 → DOP&T → Central Secretariat → Central Secretariat Stenographers Service (CSSS) → Promotions → Zone of promotion → Steno Grade 'C' to Grade A & B (Merged)(PS).


(Kameshwar Mishra) 13/16

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 .	