No.5/4/2018-CS-II(C)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
(CS-II Division)

3rd floor, Lok Nayak Bhawan Khan Market, New Delhi-110003 Dated: 07th Dec. 2018

OFFICE MEMORANDUM

Subject: Fixation of 'range of seniority' for promotion of Steno Grade 'D' of CSSS to the PA Grade of CSSS (Under Seniority Quota) for the Select List Year 2018 -reg.

The undersigned is directed to say that it has been decided to fix the 'range of seniority' (zone of promotion) for making additions to the Select List of PA Grade (Seniority Quota) of CSSS for the **Select List Year 2018** as follows:

UR/SC/ST	All unabsorbed and eligible Stenos Grade 'D' of the previous
category	zones and Stenos Grade 'D' upto the Select List Year 2006 (CSL
	No. 2209-2281) and Select List Year 2007 (CSL No. 2286).

- 2. All the cadre units are requested to initiate immediate action to conduct the DPCs at the earliest after following the requisite formalities viz. vigilance clearance etc. in respect of all officials covered within zone specified above.
- 3. This Department will issue consolidated promotion orders of all eligible Steno Grade 'D' covered under the zone specified above. Accordingly, cadre units are requested to forward the following information latest by **21.12.2018**:
 - (i) The recommendations of the DPC
- (ii) Vigilance Clearance in respect of all eligible officers working in the cadre units.
- 4. The above information may be furnished to this Department in the given **Annexures I, II, III, IV, V & VI** latest by **21.12.2018** immediately.
- 5. Before forwarding the data, it may be ensured that the data of the officials concerned has been updated on the Web based Cadre Management System.

Encl: As above.

(Preeti Khanna)

Under Secretary to the Govt. of India

To

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

ANNEXURE-I TO O.M. NO. 5/4/2018-CS-II(C) DATED 07.12.2018

NAME OF THE CADRE UNIT:

PARTICULARS OF STENO GRADE 'D' BELONGING TO UNRESERVED CATEGORY IN THE ORDER OF THE CSL NUMBER FOR INCLUSION IN THE SELECT LIST YEAR 2018 (SENIORITY QUOTA) OF PA GRADE OF CSSS.

SL. No.	Name	Date of Birth	Select List year of Steno Grade 'D'	CSL No. of Steno Gr. 'D'	Whether considered suitable for inclusion in the Select List of PA	Whether clear from Vigilance angle	wherever applicable
1	2	3	4	5	6.	7.	8.
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Signature	of	Under	Secretary	(Admn.)

Name:

ANNEXURE-II TO O.M. NO. 5/4/2018-CS-II(C) DATED 07.12.2018

NAME OF THE CADRE UNIT:

PARTICULARS OF STENO GRADE 'D' BELONGING TO SC CATEGORY IN THE ORDER OF THE CSL NUMBER FOR INCLUSION IN THE SELECT LIST YEAR 2018 (SENIORITY QUOTA) OF PA GRADE OF CSSS.

SL. No.	Name	Date of Birth	Select List year of Steno	CSL No. of Steno Gr. 'D'	Whether considered suitable for	Whether clear from Vigilance	Parent Cadre of transferred Officer(s),
,			Grade 'D'		inclusion in the Select List of PA	angle	wherever applicable
1	2	3	4	5	6.	7.	8.
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Signature of	Under	Secretary	(Admn.)
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Name:

ANNEXURE-III TO O.M. NO. 5/4/2018-CS-II(C) DATED 07.12.2018

NAME OF THE CADRE UNIT:

PARTICULARS OF STENO GRADE 'D' BELONGING TO ST CATEGORY IN THE ORDER OF THE CSL NUMBER FOR INCLUSION IN THE SELECT LIST YEAR 2018(SENIORITY QUOTA) OF PA GRADE OF CSSS.

SL. No.	Name	Date of Birth	Select List year of Steno Grade 'D'	CSL No. of Steno Gr. 'D'	Whether considered suitable for inclusion in the Select List of PA	Whether clear from Vigilance angle	Parent Cadre of transferred Officer(s), wherever applicable
1	2	3	4	5	6.	7.	8.
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Signature of Under Secretary (Admn.	Signature	of Under	Secretary	(Admn.)
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Name:

ANNEXURE-IV TO O.M. NO. 5/4/2018-CS-II(C) DATED 07.12.2018

NAME OF THE CADRE UNIT:

LIST OF OFFICERS FIGURING IN THE ZONE WHO HAVE ALREADY BEEN PROMOTED/DEBARRED THROUGH EARLIER SELECT LISTS

SL. No.	Name	Date of Birth	Select List year of Steno Grade 'D'	CSL No. of Steno Gr. 'D'	Whether promoted/debarred	Promoted through LDCE or seniority in SL year	If debarred, the SL year for which promoted
1	2	3	4	5	6.	7.	8.

Signature of	Under	Secretary	(Admn.)
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Name:

ANNEXURE-V TO O.M. NO. 5/4/2018-CS-II(C) DATED 07.12.2018 NAME OF THE CADRE UNIT:

VACANCY POSITION OF PAS AS ON DATE OF FILLING UP OF ANNEXURE

S.No.	Sanctioned strength of PA Grade	Actual no. of PA	vacancy

Details of Steno 'D' who are transferred out on their regular promotion as PA but yet to be relieved by the Cadre Unit

S.No.	Name	SL year	CSL No.	Reasons for non-relieving
	•			

Signature of Under Secretary (Admn.)

Name: Stamp:

ANNEXURE-VI TO O.M. NO. 5/4/2018-CS-II(C) DATED 07.12.2018

PERSONAL INFORMATION FOR OPTIONS FOR POSTING TO BE FILLED BY THE CONCERNED OFFICIAL

CSL NUMBER: 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.	Parent Cadre Unit – where joined as Steno Grade 'D'	
7.	Contact No./Mobile No.	
8.	Educational Qualification	
9.	Residential Address	
10.	Whether successfully completed Level-I Training? If yes, the period of the training may be indicated	
11.	Details of posting with Secretary, if any	

12. Previous posting(s)

Grade	Cadre Unit	Peri	Period	
		From	То	
Steno 'D'				
Ad-hoc PA				

13. Preferences for posting without repetition (with reasons thereon)

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

Signature
Name of official:

Signature of US (Admn.) Name Stamp