

No.4/2/2011-CS.II (A)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Lok Nayak Bhawan, New Delhi

Dated the 31st March 2011.

OFFICE MEMORANDUM

Subject:- Promotion of Personal Assistant (PA) of CSSS to the Private Secretary (PS) Grade of CSSS on ad-hoc basis- reg.

Consequent upon Cadre Review of CSSS, 400 posts of PAs have been upgraded to PS and further 543 resultant vacancies have also become available on account of ad-hoc promotion of PS to the grade of PPS. Keeping in view the element of reservation of 15% and 7.5% of vacancies to be reserved for SC and ST respectively, the category wise breakup of 943 vacancies work out to be 731:UR, 141:SC and 71:ST. Since adequate number of ST category officials are not available, therefore, 877 vacancies are being filled up as per the Zone of promotion indicated below :-

Category	Zone for ad-hoc promotion
General	Upto CSL No. 491 of Select List Year 2001 issued vide O.M. No. 20/76/2010-CS.II (A) dated 29.3.2011.
SC	Upto CSL No. 578 of Select List Year 2003 issued vide O.M. No. 20/76/2010-CS.II (A) dated 29.3.2011.
ST	All eligible PA's who have completed 5 years approved service as on 1.7.2010

2. All the cadre units are requested to initiate immediate action to conduct the DPCs in respect of the officials covered within the zone specified above and to promote eligible PAs to the grade of PS on ad-hoc basis, after ensuring that no vigilance case is either pending or being contemplated against the officials, initially for the period upto 30.09.2011, or till the regular PS become available, whichever is earlier.

3. Accordingly, Cadre Units may promote and retain the officials who would superannuate within two years and senior most officials in the cadre unit to the extent of number of vacancies (out of 877) allocated in their cadre unit as indicated in Annexure-I and furnish the recommendations of the DPC in respect of other eligible PAs who are in the above Zone and clear from vigilance angle but could not be accommodated within the cadre unit due to lack of vacancies, to this Department by 1.5.2011 so that they could be promoted against existing vacancies in PS Grade elsewhere. If any of the officials covered within the Zone specified above is on deputation, he/she may be given the option to revert within one month with a view to avail of the promotion.

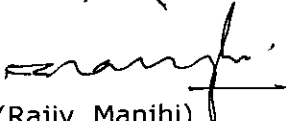
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4. The ad-hoc appointment of these officials shall take effect from the date they assume charge of the post of PS. The ad-hoc appointment shall not confer on the appointees any right to continue in the grade indefinitely or for inclusion in the Select List of PS for regular appointment or to claim seniority in the PS Grade of CSSS.

5. It is requested that the exercise of conducting the DPC meeting may be completed at the earliest but not later than one month and copy of the appointment order of the officials may be endorsed to this Department .

6. After completion of the process as indicated in Para 2 & 3 above, cadre units are requested to send the following information immediately .

- i) The details of the officials superannuating within two years and senior most PAs promoted on ad-hoc basis in PS grade and retained against the vacancies allocated to the Cadre Unit (Annexure-II).
- ii) Details of DPC recommendations in respect of the junior most eligible PAs in the Zone prescribed above who could not be accommodated within the Cadre Unit (Annexure-III).
- iii) The details of surplus vacancies available in the Cadre unit, if any (Annexure-IV).
- iv) The details of PA's who have not been found fit by the DPC. (Annexure-V).



(Rajiv Manjhi)

Deputy Secretary to the Government of India
Tel.No.24622365

To

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

Annexure - I

S.No	Cadres	No. of vacancies allocated to Cadre units
1	Agri & Coop	41
2	Civil Aviation	9
3	Coal	2
4	Commerce	21
5	Consumer Affairs	3
6	Corporate Affairs	6
7	Culture	8
8	Defence	45
9	DoP&T	29
10	Earth Science	3
11	Env & Forests	12
12	Expenditure	59
13	Fertilizers	12
14	Food & PD	14
15	Health & FW	37
16	Home Affairs	85
17	HRD	21
18	I&B	65
19	IP&P	33
20	Labour	18
21	Legal Affairs	20
22	Mines	5
23	Minority Affairs	1
24	MSME	15
25	Petroleum & NG	5
26	Planning Commission	27
27	Posts	23
28	Power	35
29	Road Tpt. & High.	21
30	Rural Dev.	17
31	S&T	20
32	SJ&E	17
33	Steel	5
34	Supply	22
35	Telecom	23
36	UPSC	18
37	Urban Dev.	26
38	Water Res.	42
39	Women & CD	7
40	Youth Aff. & Sports	5
	Total	877

Annexure II

Name of the Cadre :

Details of the PA's superannuating within two years and senior most PAs promoted on adhoc basis in PS Grade against the allocated vacancy to the cadre unit

A) Officials superannuating within two years

S.No.	Name	Date of superannuation	Select List Year	Category	Remarks

B) Senior most official

S.No.	Name	Date of Birth	Select List Year	Category	Remarks

Annexure III

Name of the Cadre :

Details of PA's who are yet to be promoted by 1.5.2011 on adhoc basis within the Cadre Unit in PS Grade along with DPC recommendations and the status of their vigilance clearance

S.No.	Name	Date of Birth	Select List Year	Category	Recommendations of DPC	Status of Vigilance Clearance	Remarks

Annexure IV

Name of the Cadre :

Details of surplus vacancies available after promoting senior most PAs on adhoc basis within the cadre unit, if any

Annexure-V

Name of the Cadre

List of PA's figuring in the Zone who have been found unfit for promotion to PS Grade

S.No.	Name	Date of Birth	CSL No.	Select List Year	Remarks