

**MOST IMMEDIATE**

No.4/8/2013-CS-II (A)(Part-I)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

3<sup>rd</sup> Floor, Lok Nayak Bhavan, New Delhi-110003  
Dated the 31<sup>st</sup> December, 2014.

**OFFICE MEMORANDUM**

Subject: Nomination of Personal Assistants for appointment to the grade of Private Secretary of CSSS for the select list year 2012(extended) and 2013 on regular basis under the Zoning Scheme for Seniority Quota - reg.

In continuation of this Department's OMs No. 4/8/2013-CSII(A) (part-I) and 4/9/2013-CS II(A), both dated 29.12.2014, the undersigned is directed to to say that on the basis of information furnished by the cadre units, it has been decided to nominate the Personal Assistants whose names are covered under the zone prescribed against existing vacancy for appointment/promotion to the PS grade of CSSS on regular basis under the Zoning Scheme on their inclusion in the Select List Year 2012(extended) and SLY 2013.

2. As per this Department's OM No. 20/28/2010-CS.II(A) dated 31.07.2014, Level-II training programme under CTP is mandatory. However, one time exemption from mandatory training has been approved and the PAs, as per Annexure, are being promoted to the PS grade of CSSS for SLY 2012 (extended) and SLY 2013. **The officials are, however, required to successfully complete level II training under CTP whenever nominated by this Department by 30.06.2015 positively.** Cadre units are requested to take an undertaking from the concerned officials in this regard. Necessary subsequent action to appoint/promote these officials to Private Secretary grade of CSSS against the Select List Year 2012(extended) and SLY 2013 may be taken immediately provided they are clear from vigilance angle. The promotion of these officials to the grade of PS would be conditional to their successful completion of the Level II training programme by **30.06.2015**. A copy of the appointment/promotion order issued in this regard by the cadre unit, duly indicating the CSL number of the officers, be forwarded to this Department immediately. Requisite entry in the web based date be also made at [cscms.nic.in](http://cscms.nic.in).

3. Cadre Units are also requested to ensure that the officers concerned are relieved immediately to take up the new charge subject to vigilance clearance in terms of DOPT's O.M. No. 22034/4/2012-Estt.(D) dated 02.11.2012 and other relevant instructions on subject. **If not relieved by 31.12.2014, officers shall deemed to have been relieved from the current Ministry/Department and no formal relieving order shall be required.**

4. The officers who are on leave, training etc. on the date of issue of officer order shall be relieved within seven working days of their joining from leave, training etc.

5. In cases where officers reported to the allocated Ministry/Deaprtment without being formally relieved by their present cadre units, their appointment order should be issued by the allocated Ministry/Department only after ascertaining the vigilance clearance from the previous Ministry/Department. In cases where the officer concerned is not clear from vigilance angle, he/she may be sent back to his/her parent Ministry/Department under intimation to this Department.

6. Provisions as contained in paras 3, 4 & 5 above is also applicable to the nominations made to the PS grade vide this Department's O.M. No. 4/9/2014-CS-II(A) dated 29/12/2014.

4. While issuing order in this regard, it is to be ensured that the information pertaining to the officer in the web based system is complete and accurate. In case an officer refuses regular promotion, cadre unit concerned may initiate action in terms of this Department's O.M. No. 5/1/2008-CS.I(S) dated 08.04.2011 under intimation to this Department.

5. This O.M. is available on the website of this Department viz [www.persmin.nic.in](http://www.persmin.nic.in) → Central Services → CS Division → CSSS → Promotion (Regular) → Steno. Gr. 'C' to 'A&B' (Merged).



(Kameshwar Mishra)


Under Secretary to the Government of India

Tel. No.24623157

To,

- i. All concerned cadre units of CSSS.
- ii. NIC, DoPT, LNB, Khan Market, New Delhi
- iii. Hindi Unit, DoPT, North Block, New Delhi with a request to furnish the Hindi translation of the OM.
- iv. Guard File

Sl. No.	CSL No.	Name of the officer (Shri/Smt/Ms.)	Date of Birth	Category	SLY in PA grade	Cadre where Working	Cadre where nominated
1	1303	Ved Bala	10/07/1960	Gen	2004	I&B	Expenditure
2	1357	Shakuntala Dogra	11/05/1960	Gen	2005	H&FW	MSME
3	1365	P K Ohri	09/11/1959	Gen	2005	Agriculture	Agriculture
4	1425	Manju Gogia	20/12/1962	Gen	2005	Fertilizer	UPSC
5	1437	Santosh Rajpal	07/01/1959	Gen	2005	Agriculture	Expenditure

  
31/12/2014  
So (CS-II A)

S. No.	CSL No.	Name (Shri/Smt. /Ms.)	Category	Date of Birth	SLY in the PA grade	Cadre where working	Cadre where nominated
1	1445	Swaran anand	Gen	16/12/1959	2005	MHA	Expenditure
2	1447	Veena Luthra	Gen	17/11/1960	2005	IP&P	Telecom
3	1475	Krishan Kumar Sharma	Gen	01/07/1959	2005	Rural Dev.	Rural Dev.
4	1476	Chander Kanta	Gen	14/06/1972	2005	HRD	Food & PD
5	1477	Gulshan Kumar	Gen	05/12/1962	2005	Labour	Labour
6	1478	Jitendra	Gen	01/05/1973	2005	Power	Power
7	1480	Neera	Gen	13/09/1972	2005	Legal Affairs	Agriculture
8	1481	Noor jahan	Gen	08/06/1959	2005	Supply	Supply
9	1483	Anita Gambhir	Gen	15/03/1962	2005	Supply	Supply
10	1485	M P Katyal	Gen	09/03/1959	2005	Fertilizers	I&B
11	1505	Nirmala Chowdhary	Gen	29/09/1959	2005	Power	Power
12	1508	Monika Manglik	Gen	27/02/1975	2005	Labour	Culture
13	1509	S Rajamony	Gen	09/11/1959	2005	S&T	Expenditure
14	1511	R P Mudgal	Gen	01/05/1961	2005	Legal Affairs	Legal Affairs
15	1555	Meena Vij	Gen	01/09/1960	2006	Agriculture	Agriculture
16	1559	R.C. Ghosh	Gen	30/10/1958	2006	Legal Affairs	I&B
17	1561	Gulshan Kumar	Gen	07/08/1962	2006	Civil Aviation	Civil Aviation
18	1563	Punam Verma	Gen	05/05/1961	2006	Defence	Defence
19	1565	Hari Om	Gen	30/01/1958	2006	Defence	Defence
20	1569	Jaivir Singh	Gen	10/07/1968	2006	DoP&T	DoP&T
21	1571	Rachna Duggal	Gen	16/03/1979	2006	HRD	Food & PD
22	1576	Shippy Narang	Gen	11/04/1957	2006	DoP&T	I&B
23	1581	Yashpal	Gen	21/07/1975	2006	UPSC	Power
24	1586	Harish Lugani	Gen	03/06/1962	2006	Health & FW	Health & FW
25	1590	Amar Jeet Singh	Gen	07/09/1959	2006	I&B	HRD
26	1596	Ravi Kaushik	Gen	01/08/1958	2006	IP&P	IP&P
27	1597	Anita Sharma	Gen	16/01/1978	2006	I&B	I&B
28	1602	Indu Sood	Gen	01/07/1961	2006	IP&P	IP&P
29	1604	R.K.Gupta	Gen	17/10/1961	2006	Labour	UPSC

*Done*  
31/12/2014  
80 (CS-IIA)

S. No.	CSL No.	Name (Shri/Smt. /Ms.)	Category	Date of Birth	SLY in the PA grade	Cadre where working	Cadre where nominated
30	1606	Santosh Sikka	Gen	05/08/1958	2006	IP&P	IP&P
31	1608	Ranjit Bhatia	Gen	01/11/1960	2006	IP&P	IP&P
32	1609	Dimple Johar	Gen	09/08/1977	2006	I&B	I&B
33	1611	Dinesh C	Gen	19/11/1970	2006	DoP&T	Urban Dev.
34	1618	Satya Pal Bhati	Gen	02/03/1957	2006	Power	Power
35	1620	Chander Shekhar	Gen	17/03/1957	2006	Labour	Labour
36	1623	Geeta Negi	Gen	18/11/1977	2006	I&B	I&B
37	1624	Kirti Vikas Oze	Gen	22/06/1963	2006	Labour	Labour
38	1625	Mahender Singh Rawat	Gen	22/09/1974	2006	Civil Aviation	Civil Aviation
39	1632	Suman Kalia	Gen	06/07/1958	2006	IP&P	IP&P
40	1633	Madhu Khurana	Gen	01/05/1970	2006	Legal Affairs	Legal Affairs
41	1635	Jitender Singh Saini	Gen	30/06/1971	2006	Env. & Forests	HRD
42	1641	Preetika Singh	Gen	12/02/1975	2006	Legal Affairs	Telecom
43	1644	Champa Suri	Gen	07/05/1957	2006	HRD	HRD
44	1645	Sarita Bhatnagar	Gen	15/04/1969	2006	I&B	Health & FW
45	1650	Gauri	Gen	30/08/1957	2006	Health & FW	Health & FW
46	1656	Anita Sharma	Gen	06/02/1957	2006	Commerce	Commerce
47	1657	Shailender Gopal	Gen	15/07/1969	2006	I&B	I&B
48	1658	Mukesh Kumar	Gen	24/04/1957	2006	Fertilizers	IP&P
49	1659	Deepika Satija	Gen	06/11/1980	2006	Tribal Affairs	Tribal Affairs
50	1660	Shashi Seth	Gen	15/07/1957	2006	Fertilizers	I&B
51	1663	A.K. Bobin	Gen	14/04/1969	2006	Health & FW	Urban Dev.
52	1664	K.K.Verma	Gen	17/09/1957	2006	SJ&E	SJ&E
53	1931	Rajendra Kumar	SC	20/09/1973	2008	Expenditure	Expenditure
54	1932	Bharat Kumar	SC	24/07/1972	2008	WCD	WCD
55	1942	Prahalad Singh	SC	25/10/1968	2008	MSME	MSME
56	1943	Rajesh Kumar	SC	04/01/1978	2008	Water Res.	Water Res.
57	1944	C. Jamuna	SC	13/04/1967	2008	IP&P	IP&P
58	1952	Anil Kumar	SC	02/08/1974	2008	Expenditure	Expenditure

*For* 31/12/2014  
80 (CS-IIA)