

**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 16<sup>th</sup> September, 2014.

**OFFICE MEMORANDUM**

Subject: Nomination of Personal Assistant/Private Secretaries (ad-hoc) for appointment to the grade of Private Secretary of CSSS for the select list year 2012(extended) on regular basis under the Zoning Scheme for Seniority Quota - reg.

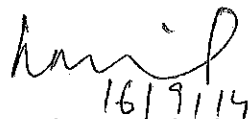
The undersigned is directed to refer to this Department's O.M. of even number dated 27.05.2014 on the subject mentioned above and to say that on the basis of information furnished by the cadre units, it has been decided to nominate the Personal Assistants/ Private Secretaries (ad-hoc) , whose names appear in the Annexure to this O.M. , 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).

2. As per this Department's OM No. 20/28/2010-CS.II(A) dated 31.07.2014, Level-II training programme is mandatory. Accordingly, the officials, who have successfully completed the level-II training, have been included in the list for promotion as PS on regular basis. Cadre units are requested to take urgent action to appoint/promote these officers to Private Secretary grade of CSSS against the Select List Year 2012(extended) provided they are clear from vigilance angle. 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.

3. No request for retention will be entertained as cadre allocation has been made on the basis of vacancies reported under seniority quota by the respective cadre units and in accordance with Rotational Transfer Policy for CSSS personnel issued vide this Department's O.M. No. 13/1/2009-CS.II dated 15.07.2011.

4. Cadre Units are also requested to ensure that the officers concerned are relieved within 45 days from the date of issue of this O.M. to take up the new posting in the cadre unit allocated failing which their nomination order shall be cancelled by this Department. 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 nominated 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).

  
16/9/14  
(Kameshwar Mishra)

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

To,

All concerned cadre units of CSSS.

S.No.	CSL No.	Name of the officer	Date of Birth	Cat.	SLY in the PA grade	Cadre where Working	Cadre where nominated
1	116	Mt. Leelama Yohanar	08-10-1955	Gen.	1991	Agriculture	Agriculture
2	856	Shri R. S. Panwar	10-07-1956	Gen.	1995	Agriculture	Agriculture
3	1272	A.K. Vaid	17-02-1956	Gen	2003	Coal	Coal
4	1274	Satya Dev	01-07-1956	Gen	2003	Env. & Forests	Env. & Forests
5	1275	Bharat Bala Arora	14-04-1960	Gen	2003	Food & PD	Food & PD
6	1276	Rajan Gupta	27-11-1960	Gen	2003	Telecom	Telecom
7	1277	Anand Swarup	28-06-1962	Gen	2003	Science & Tech.	Science & Tech.
8	1279	Surinder Kaur	12-04-1959	Gen	2003	Urban Dev.	Urban Dev.
9	1280	Neelam Patni	30-09-1958	Gen	2003	Urban Dev.	Urban Dev.
10	1282	Mohinder Singh Thakur	03-09-1959	Gen	2003	UPSC	UPSC
11	1283	K.N.Rajendran	22-05-1956	Gen	2003	Food & PD	Food & PD
12	1284	Indu Ahluwalia	15-01-1958	Gen	2003	HRD	HRD
13	1288	Asis Kumar Nandi	12-01-1956	Gen	2003	Agriculture	Agriculture
14	1290	Jai Kishan	06-07-1962	Gen	2003	Env. & Forests	Env. & Forests
15	1292	Chanchal Kumar	30-03-1958	Gen	2003	Defence	Defence
16	1293	Santhini Devi	21-04-1959	Gen	2004	Urban Dev.	Urban Dev.
17	1299	Sanjay Kapoor	23-07-1960	Gen	2004	Plan. Comm.	Telecom
18	1301	K.S. Karki	02-03-1959	Gen	2004	P & NG	P&NG
19	1305	Lalita Sharma	08-11-1957	Gen	2004	Commerce	Commerce
20	1307	Kamlesh Jeswani	28-07-1956	Gen	2004	Telecom	Telecom
21	1309	J.C. Kathuria	14-07-1956	Gen	2004	P & NG	P&NG
22	1311	V.S.Patwa	10-01-1958	Gen	2004	MHA	Telecom
23	1313	Vishambar nath	01-02-1957	Gen	2004	IP&P	MHA
24	1315	Ved Prakash Sadana	25-12-1958	Gen	2004	Health & FW	I&B
25	1317	Kamaljit Singh	16-02-1958	Gen	2004	Water Res.	I&B
26	1321	M.C.Joshi	01-01-1957	Gen	2004	Science & Tech.	Science & Tech.
27	1327	T.K.Nath	17-05-1957	Gen	2004	Health & FW	Urban Dev.
28	1329	Sadananda Manna	02-02-1958	Gen	2004	Earth Sciences	Earth Sciences
29	1343	Neena Gupta	30-11-1959	Gen	2005	Minority Affairs	Minority Affairs

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16/9  
80(CS-II/A)

S.No.	CSL No.	Name of the officer	Date of Birth	Cat.	SLY in the PA grade	Cadre where Working	Cadre where nominated
30	1345	Urmila Chawla	05-04-1958	Gen	2005	IP&P	IP&P
31	1347	Sita Arora	28-08-1955	Gen	2005	Posts	Posts
32	1348	Vishal	09-11-1978	Gen	2005	Telecom	Posts
33	1349	Swaranjeet Kaur	15-05-1960	Gen	2005	Consumer Affairs	Consumer Affairs
34	1351	Anita Kumari	27-08-1958	Gen	2005	Expenditure	Expenditure
35	1355	Dinesh Kumar Gupta	16-03-1956	Gen	2005	UPSC	UPSC
36	1360	Ashutosh	17-10-1972	Gen	2005	MHA	DoP&T
37	1361	Rekha Bhatia	21-04-1960	Gen	2005	DoP&T	Telecom
38	1363	Ashok Kumar	05-03-1955	Gen	2005	Food & PD	Food & PD
39	1369	Shashi Mahani	13-07-1960	Gen	2005	Defence	Health & FW
40	1372	Mandeep Kaur	29-09-1973	Gen	2005	Shipping	Posts
41	1373	Nakul Sain	17-04-1957	Gen	2005	Health & FW	Commerce
42	1377	Meenakshi Walia	03-04-1960	Gen	2005	Water Res.	Agriculture
43	1378	Vikram Singh Negi	13-10-1972	Gen	2005	Telecom	Labour
44	1380	Rekha Pant	29-11-1975	Gen	2005	Shipping	Shipping
45	1381	K K Upadhyay	30-09-1958	Gen	2005	UPSC	UPSC
46	1383	Roshan Lal	08-05-1956	Gen	2005	DoP&T	DoP&T
47	1395	R Krishna Kumar	17-06-1961	Gen	2005	Commerce	Commerce
48	1401	Anil Chopra	01-05-1957	Gen	2005	Legal Affairs	Legal Affairs
49	1405	Sunita Khosla	17-10-1958	Gen	2005	Legal Affairs	Legal Affairs
50	1407	B K Mulchandani	09-11-1956	Gen	2005	UPSC	UPSC
51	1408	Jimmy Mathew	11-08-1976	Gen	2005	Legal Affairs	Legal Affairs
52	1411	Shankar paul	22-11-1957	Gen	2005	IP&P	Health & FW
53	1419	D R Sharma	01-05-1959	Gen	2005	MHA	MHA (PMO)
54	1431	Mahipal	15-05-1956	Gen	2005	Science & Tech.	Science & Tech.

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80(28-11/A)