

**Most Immediate**

No.4/2/2012-CS.II(A)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

3<sup>rd</sup> Floor, Lok Nayak Bhavan, New Delhi-110003.

Dated: the 23<sup>rd</sup> November 2012.

**OFFICE MEMORANDUM**

Subject: Nomination of Personal Assistants/Private Secretaries (Adhoc) for appointment to the Private Secretary Grade of CSSS for the Select List Year 2010(extended) on regular basis under the Zoning Scheme for Seniority Quota (SQ).

The undersigned is directed to refer to this Department's O.M. of even number dated 24.7.2012 for extending the range of seniority for promotion from Personal Assistant to Private Secretary Grade of CSSS for the Select List Year 2010 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 2010 (Part) (SQ). On reassessment of the zone in accordance with the provisions contained in the OM dated 10.08.2010 issued by the Estt.(Reservation) Division, the zone of promotion in case of UR candidates has been revised to SL 1997 and in case of SCs the same has been extended to SL 2005.

2. It is requested that urgent action may be taken to appoint/promote these officers to Private Secretary Grade of CSSS against the Select List Year 2010 (SQ) 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 may 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 O.M. No. 13/1/2009-CS.II dated 15.7.2011.


4. Cadre Units are also requested to ensure that the officers concerned are relieved within 45 days from the date of issue of this OM to take up the new posting in the cadre unit allocated failing which their nomination order shall be cancelled by this Department. In case an officer nominated against the Select List Year 2010 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 8.4.2011 under intimation to this Department.

5. The unfilled vacancies of reserved categories may be carried forward to the Select List Year 2011 since sufficient number of candidates belonging to reserved categories are not available in the zone of promotion for Select List Year 2010.



6. All the Cadre Units of CSSS are requested to place the cases of all the eligible PAs of Select List year 2003 to 2005 belonging to the SC category 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. It is further requested that the recommendations of the Departmental Promotion Committee alongwith vigilance clearance in respect of all the eligible officer(s) concerned may be furnished to this Department in the prescribed proforma **(Annexure-II of OM of even number dated 24.7.2012)**.

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

  
(Kameshwar Mishra) 23.11.12

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

To

All Cadre Units of CSSS

**Annexure to OM No.4/2/2012-CS-II(A) dated 23/11/2012**

S.No.	CSL No.	Name (Shri/Smt. /Ms.)	Date of Birth	S.L Year	Cadre Unit where working	Cadre Unit where nominated
1	3A	Y R Bahl	01-08-1954	1989	MHA	Commerce
2	72	Prem Lata Chawla	21-07-1953	1990	Agriculture	IP&P
3	219	P Shyam Prasad	04-05-1968	1992	Expenditure	Expenditure
4	482	Rajender Khurana	23-05-1967	1994	Environment	IP&P
5	993	Tripta Gupta	29-11-1959	1997	Water Res.	Expenditure
6	994	Nidhi Malhotra	18-07-1969	1997	Water Res.	IP&P
7	995	Rama Devi Sharma	22-03-1956	1997	Expenditure	Env. & Forests
8	996	A.F.Williams	28-02-1969	1997	MHA	IP&P
9	997	Vinod Kumar	01-09-1968	1997	Expenditure	Health & FW
10	999	S. Puttana	24-09-1964	1997	Labour	Expenditure
11	1000	Mariakutty Joseph	12-04-1954	1997	Rural Dev.	Rural Dev.
12	1003	Suman Chinoria	15-07-1973	1997	Expenditure	Water Res
13	1004	Seema Rani Arora	01-09-1969	1997	Expenditure	Health & FW
14	1005	Devinder Kaur	26-07-1959	1997	Planning Comm.	Expenditure
15	1006	Kalyan Chand	22-12-1956	1997	Planning Comm.	Expenditure
16	1007	Jacob V. George	10-05-1956	1997	Telecom.	Defence
17	1008	Bindy Mol.O	10-05-1968	1997	Telecom.	Health & FW
18	1009	D.P. Majumdar	22-07-1970	1997	Urban Dev.	Water Res
19	1010	Leena Khanduja	05-02-1968	1997	I&B	Food & PD
20	1011	Neelam Prabha sarna	02-10-1955	1997	Expenditure	DOPT
21	1012	Sudha Sharma	21-10-1957	1997	Expenditure	I&B
22	1013	Mukesh Kumar	03-01-1972	1997	Expenditure	Youth Affairs
23	1014	Vasantha Ramesh	09-03-1959	1997	UPSC	Civil Aviation
24	1015	R.K.V. Nair	22-01-1957	1997	Science & Tech.	Labour
25	1016	Ajay Misra	01-08-1959	1997	Civil Aviation	Labour
26	1017	Sunita Harjai	30-04-1959	1997	Planning Comm.	Expenditure
27	1018	R.K. Gambhir	01-01-1959	1997	Planning Comm.	Expenditure
28	1020	Sarishtha Grover	12-12-1959	1997	Planning Comm.	Planning Comm.
29	1021	R.S. Bisht	10-01-1956	1997	RT&H	Water Res
30	1022	Kusum Lata	03-05-1971	1997	Shipping	Defence
31	1023	Shashi Chadha	04-08-1960	1997	IP&P	Water Res
32	1024	Randhir Singh	20-05-1961	1997	IP&P	Water Res
33	1025	Suchita Banga	30-12-1957	1997	IP&P	Water Res
34	1026	R.P. Dhingra	15-09-1957	1997	Fertilizers	Expenditure
35	1027	Rajneesh	02-02-1967	1997	Env. & Forests	Expenditure
36	1028	N.K.Jain	18-05-1956	1997	Health & FW	Expenditure
37	1029	Manju S Chadha	07-12-1971	1997	IP&P	Health & FW
38	1030	Kanakam S.	22-08-1956	1997	DOPT	Expenditure
39	1031	Savita Bakshi	15-04-1960	1997	Telecom.	Telecom.
40	1033	Brij Mohan Malik	07-10-1963	1997	DOPT	IP&P
41	1034	Harish Kumar	16-08-1970	1997	DOPT	I&B
42	1035	Dharmander Singh	19-04-1968	1997	DOPT	Mines
43	1036	Baljeet Singh	01-08-1970	1997	MHA	Expenditure
44	1037	Indra Joshi	25-03-1956	1997	MHA	Expenditure
45	1038	Mahesh Chand Sharma	02-07-1955	1997	MHA	Expenditure
46	1039	Shakti Singh	12-02-1956	1997	MHA	Labour
47	1040	R K Rajpal	30-10-1958	1997	Steel	Steel

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48	1041	Veena Monga	11-07-1956	1997	DOPT	Health & FW
49	1043	Inderjeet Bhatia	08-08-1958	1997	MHA	Commerce
50	1044	Tejpal Chohan	15-06-1958	1997	Water Res.	Commerce
51	1045	B.D. Belwal	15-06-1956	1997	Env. & Forests	Expenditure
52	1046	Rajinder Choudhary	01-07-1958	1997	Legal Affairs	Power
53	1047	Y.K.Kapoor	16-04-1960	1997	Legal Affairs	Power
54	1048	L. Muthukrishnan	22-05-1957	1997	SJ&E	I&B
55	1049	Madhu Bhutani	18-01-1960	1997	Minority Affairs	Minority Affairs
56	1050	Kavita Sandhu	13-08-1969	1997	SJ&E	Expenditure
57	1051	Kiran Birdi	06-11-1972	1997	Rural Dev.	Expenditure
58	1052	Reeta Tandon	02-07-1962	1997	Expenditure	I&B
59	1053	Kamla Devi Garg	28-03-1957	1997	Mines	I&B
60	1054	Beena Rani	17-12-1959	1997	Water Res.	Expenditure
61	1055	P.K.Madan	28-10-1956	1997	Posts	Supply
62	1056	Saroj Taneja	01-09-1960	1997	Supply	Supply
63	1110	Varalakshmi Nafaraju	26-06-1972	1999	Telecom.	Water Res
64	1113	Sidharth Gautam	13-07-1977	1999	RT&H	SJ&E
65	1121	Sunita	21-08-1973	1999	Telecom.	I&B
66	1138	Prem Chand	02-09-1963	2000	Science & Tech.	IP&P
67	1141	Beni Pratibha	21-01-1978	2000	Agriculture	Power
68	1148	Nafe Singh	05-02-1967	2000	Expenditure	Supply
69	1158	Kalawati Thind	15-06-1968	2000	Shipping	I&B
70	1166	Surender Pal	08-10-1968	2000	SJ&E	Commerce
71	1171	Santosh	15-01-1966	2000	MHA	MHA
72	1180	Naveen Bagotra	06-03-1977	2001	MHA	MHA
73	1208	Ajitha S	21-03-1964	2001	Commerce	Commerce
74	1209	Sanjay Kumar	11-10-1970	2001	Science & Tech.	Science & Tech.
75	1213	Anita Kumari	08-03-1972	2001	Science & Tech.	Science & Tech.
76	1214	Surjeet Nair	18-02-1972	2001	Science & Tech.	Science & Tech.
77	1228	Navneet Sarpal	06-08-1978	2002	MHA	MHA
78	1233	Jasoda	03-08-1974	2002	Expenditure	Expenditure
79	1240	Hemant	14-08-1977	2002	Env. & Forests	Env. & Forests
80	1256	Shripal Singh	16-11-1970	2003	Planning Comm.	Planning Comm.
81	1258	Santosh Kumar Malviya	04-02-1977	2003	MHA	Water Res
82	1259	Kailash Sivtya	17-03-1972	2003	Urban Dev.	Urban Dev.
83	1266	Ashok Kumar	25-06-1972	2003	Commerce	Commerce
84	1268	Chand	04-03-1971	2003	Planning Comm.	Planning Comm.
85	1271	Satish Tagra	15-07-1967	2003	Power	Health & FW
86	1285	Jaya Satish Kumar	05-10-1971	2003	Expenditure	Expenditure
87	1286	Bhagwat Prasad	01-01-1967	2003	Env. & Forests	Env. & Forests
88	1287	P Venkata Swamy	21-05-1972	2003	Commerce	Commerce

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