

IMMEDIATE

No. 5/13/2012-CS.I(U)
Government of India
Ministry of Personnel, PG and Pensions
(Department of Personnel & Training)

2nd Floor, Lok Nayak Bhavan, New Delhi-110003

Dated the 8th August, 2012

OFFICE MEMORANDUM

Subject: **Preparation of Select List of Grade I (Under Secretary) of the CSS for the years 2011 and 2012.**

Department of Personnel & Training proposes to bring out Select List of Grade I (Under Secretary) of the CSS for the years 2011 and 2012 at the earliest. Accordingly, the process of firming up of vacancies etc. for the said Select Lists has to be set in motion. The officers as under are likely to be covered in these Select Lists:

US Select List	Select List period	SOs in the zone of promotion
2011	1.7.2011 to 30.6.2012	Section Officers upto SO SL-2003 are likely to be covered in the zone of promotion.
2012	1.7.2012 to 30.6.2013	

3. It is, therefore, requested that the following documents/information in respect of Section Officers as mentioned above (complete in all respects) may be made available to CS.I Division at the earliest, **latest by 15.09.2012** in Proforma-I (enclosed):

- (i) Vigilance status – it should be intimated both to AVD.I (Shri A.K. Singh, US(AVD.I), DOPT, North Block) and CS.I Division;
- (ii) Statement of minor/major penalties, if any, imposed in the last 10 years;
- (iii) Successful completion of mandatory level 'D' training and if not attended the reasons thereof;
- (iv) CR Dossiers (ACRs upto 2010-2011) / 'No Report Certificate'(NRC);
- (v) Whether the officer concerned was in service (CSS) as on 1.7.2011 or if left service, the date of leaving the CSS; and
- (vi) Whether they are/were on deputation and/or absorbed in any Organization in continuation of deputation (date of deputation/absorption may be stated).

4 In addition to the above information in respect of officers in the zone of consideration, vacancies that arose in the grade of US during the relevant Select List

years i.e. from 01.07.2011 to 30.06.2012; and from 1.7.2012 to 30.6.2013 on account of USs (either ad hoc or regular) who were away from the CSS cadre on deputation, study leave, long leave, voluntary retirement, resignation, death and ceased to be in service for any reason etc. **in terms of Para 4.1 of the DOPT's OM No.22011/5/86-Estt.(D) dated 10.04.1989** may be sent in the Proforma-II (enclosed).

5. Prior to sending the ACRs/APARs, the concerned Ministries/Departments are requested to ensure that the procedure for below bench mark ACRs, if any, as laid down vide DoP&T's O.M. No.21011/1/2005-Estt.(A) (Pt.-II) dated 14.5.2009 & O.M. No.21011/1/2010-Estt.A dated 13.4.2010 in respect of these officers is duly completed. A certificate to this effect be obtained from the officers concerned in Proforma-III (enclosed) and forwarded to this Department.

6. **It may be noted that in case, the said documents are not made available by 15.9.2012, such officers would be treated as excluded from the zone of consideration of the Select List 2011 and Select List 2012.** All Officers concerned, in their own interest, are also requested to pursue with the Administration Division concerned to ensure that the said documents/information in their respect are furnished to this Department urgently. This Department seeks active cooperation of all the Ministries/Departments to gather the information at the earliest so that the Under Secretary Select List 2011 and 2012 could be finalized quickly.

Utkarsh
(Utkarsh R. Tiwari)
Director
Tele.:24629411

To

All the Ministries/Departments

Copy to:

- (i) Shri A.K. Singh, US(AVD.I), DOPT, North Block.
- (ii) US(Trg./CR), CS.I Division.

PROFORMA - I

Sl. No.	Name of the officers	CSL No.	Whether clear from vigilance angle or not. Indicate Yes/No. If no provide complete details	Minor/major penalties imposed, if any, since 1.7.2001	Whether undergone Level D training. If not, reasons therefor.	Whether the officer was on deputation, long leave, long term training since 1.7.2011 or absorbed in any organisation in continuation of deputation (please indicate date of deputation/ absorption). Also indicate if resigned, took VRS or expired alongwith effective date.

Signature of the officer certifying the above details:
 Name, designation:
 Date:

PROFORMA - II

Information about the USs (including who are/were on ad hoc basis – other than officers belonging to SO SL-2003 & 2004) who were on deputation, long leave, study leave (beyond the period of one year) **during the period from 01.07.2011 to 30.06.2013:**

Name of the USs with CSL No.	Select List year of US grade	If US ad hoc Select List of SO grade	Reason for remaining outside the CSS cadre viz. deputation/ long leave / study leave	Date from which proceeded on deputation/ long leave / study leave	Date on which the Officer joined back the CSS cadre from deputation or long leave or study leave

Details of Officers who took voluntary retirement, resigned, died and imposed penalties such as removal, dismissal and compulsory retirement **from 01.07.2011 to 30.06.2013:**

Name of the USs with CSL No.	Select List year of US grade	If US ad hoc Select List of SO grade	Date of voluntary retirement, resignation, death etc.*

CERTIFICATE

Certified that a copy of my ACR/APAR for the period 2008-09, 2009-10, 2010-11 has been provided to me in terms of DoPT's O.M. No.21011/1/2005-Estt.(A) dated 14.5.2009 and O.M. No. 21011/1/2010-Estt.A dated 13.4.2010. I have nothing to represent.

Signature: _____

Name:

Designation:

Min/Deptt.:

Date:

Contact No.: