

No.12/1/2022-CS.II(B)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
CS.II(B) Section

3<sup>rd</sup> Floor, Lok Nayak Bhawan  
Khan Market, New Delhi-110003  
Dated the 21<sup>st</sup> May, 2022

OFFICE MEMORANDUM

**Subject: Zone of Consideration for inclusion of Junior Secretariat Assistants of SL Years 2010 to 2013 in the Select Lists of Senior Secretariat Assistant of CSCS for the Select List Years 2018, 2019, 2020 and 2021 against Seniority Quota-reg.**

The undersigned is directed to state that regular promotions were on hold due to litigations in the twin issues of reservation and own merit. Based on the judgement of the Hon'ble Supreme Court of India dated 28.01.2022, the Estt.(Reservation) Division of this Department has issued an O.M. No. 36012/16/2019-Estt.(Res.) dated 12.04.2022 (copy enclosed) with regard to procedure to be followed in making reservation while carrying out regular promotions. Para 2 of the O.M. dated 12.04.2022 has drawn reference to the conditions set out by the Hon'ble Supreme Court in its Judgement dated 28.01.2022, which have to be satisfied by the Government for the purpose of implementing the policy of reservation in promotions. These conditions are: -

- i. Collection of quantifiable data regarding inadequacy of representation of SCs and STs;
- ii. Application of this data to each cadre (Grade) separately; and
- iii. If a roster exists, the unit for operation of the roster would be the cadre for which the quantifiable data have to be collected and applied in regard to filling up of the vacancies in the roster.

2. It has been decided to carry out regular promotions in CSCS cadre based on the guidelines of the OM dated 12.4.2022. CSCS, being a decentralized cadre, the reservation roster is maintained by the cadre units themselves.

3. Accordingly, with the approval of the competent authority, it has now been decided to issue the proposed "Zone of Consideration" for inclusion of Junior Secretariat Assistants of SL 2010-2013 in the Select List of Senior Secretariat Assistant Grade under Seniority Quota for the years 2018 to 2021, respectively. The proposed "Zone of Consideration" of SSA Grade is as under: -

Select List Year of SSA Grade	Proposed "Zone of Consideration"
2018	All the JSAs of Select List 2010 and all the unabsorbed JSAs of previous zones who have qualified type test or exempted from type test and have completed 8 years' approved service as on 01.07.2018.

2019	All the JSAs of Select List 2011 and all the unabsorbed JSAs of previous zones who have qualified type test or exempted from type test and have completed 8 years' approved service as on 01.07.2019.
2020	All the JSAs of Select List 2012 and all the unabsorbed JSAs of previous zones who have qualified type test or exempted from type test and have completed 8 years' approved service as on 01.07.2020.
2021	All the JSAs of Select List 2013 and all the unabsorbed JSAs of previous zones who have qualified type test or exempted from type test and have completed 8 years' approved service as on 01.07.2021.

4. The Cadre Units may follow the undermentioned procedure for calculating the vacancies in the grade of SSA for SQ and LDCE:-

- i. The Cabinet in the 1st Cadre Review Committee of CSS for the year 2003, decided to wither away 90% posts of SSA in future as and when these fall vacant, retaining the remaining 10% for promotion of the residual JSA Cadre.
- ii. Cadre units are requested to determine the exact number of vacancies created by way of promotion, retirement, VRS, Technical Resignation, Death etc. for the Select List Year-2018, 2019, 2020 and 2021 (counted w.e.f. 1<sup>st</sup> July of the Select List Year to 30<sup>th</sup> June of the next year).
- iii. Divide the vacancies for the SLY in the ratio 3:1 (75% for SQ and 25% for LDCE) separately for promotion under Seniority Quota and for filling up through UD Grade LDCE Quota.
- iv. In case the SQ vacancies under 75% Quota is more than the eligible officers in a SL Year, the vacancies for UD Grade LDCE for that SL Year would be 1/3 of the SQ so promoted, for UD Grade LDCE, 2018, 2019, 2020 and 2021. Thereafter, abolish the remaining sanctioned strength of SSA in order to comply with the Cabinet decision taken in the 1<sup>st</sup> Cadre Review for the year 2003.

5. The Cadre Units authorities of CSCS are requested to take immediate action for conducting DPCs in respect of the officials included in the "Zone of Consideration" mentioned above and to promote the officials as Senior Secretariat Assistants on regular basis by including them in the Select List Year 2018, 2019, 2020 and 2021 under **Seniority Quota as per procedure laid in O.M. No. 36012/16/2019-Estt.(Res.) dated 12.04.2022.**

6. Order for regular promotion should be issued subject to the following conditions: -

(i) The official concerned is clear from vigilance angle in terms of this Department's OM No. 22034/4/2012-Estt.(D) dated 02.11.2012 and other relevant instructions on the subject;

(ii) If an officer is undergoing penalty, notification should not be issued for regular promotion and in such cases notification should be issued only after the currency of the penalty is over in terms of DoP&T's OM No. 22034/5/2004-Estt.(D) dated 15.12.2004. Such cases should also be informed to this Department.

(iii) The officers, who were in service on the crucial Select List Year but had retired as JSA subsequently on superannuation or otherwise, should be considered for inclusion of their names in the aforesaid Select List of SSA in pursuance of this Department's OM No. 22011/4/98-Estt.(D) dated 12.10.1998 to identify the correct zone of consideration for the relevant Select List. However, their appointment should not be notified as the retired persons would not be available for actual promotion from a prospective date.

(iv) Some officials included in the zone of promotion for Select List of SSA under seniority quota for the year 2018, 2019, 2020 and 2021 may be on deputation as on date. To avail the benefit of promotion, such officers have the following two options; either they may repatriate to their parent cadre; or they may avail proforma promotion from the date of promotion of their immediate junior. All Ministries / Departments are, therefore, requested to consider the requests for proforma promotion, if any, in terms of extant instructions and issue necessary orders without referring the matter to this Department.

(v) Outcome of the Jarnail Singh Batch of cases vide para 5 of DoP&T's **O.M. No. 36012/16/2019-Estt.(Res.) dated 12.04.2022.**

7. Details of the officials promoted and otherwise, may be intimated to this Department in the prescribed proforma (**Annexure-I**) for further necessary action.

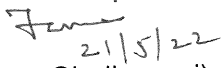
8. Officials available in the zone in a particular Cadre Unit over and above the vacancies for that year may be reported to DoP&T after conducting DPC, in proforma at **Annexure-II**, for centralized allocation to other Cadre Unit.

9. DoP&T, vide O.M. No.12/2/2020-CS.II(B) dated 21.06.2021, had inter alia, requested the Cadre Units to furnish the vacancies for UD Grade LDCE for SLY 2018-2020 and to abolish posts in SSA Grade in compliance with 1st Cadre Review of CSS. In terms of this Department's O.M. No. 36012/16/2019-Estt.(Res.) dated 12.04.2022, the Cadre Units are now requested to re-calculate the year-wise vacancies for the SL years 2018, 2019 and 2020 and to furnish the information afresh in the revised format

as at **Annexure-III**. After promoting officials against SLY 2018, 2019, 2020 and 2021, the remaining vacancies in the Cadre Units as at Row-8 in **Annexure-III** may be abolished to comply with the Cabinet decision taken in the 1<sup>st</sup> cadre review of CSS in the year 2003. A copy of the abolition order may be endorsed to this Department.

10. Copy of promotion orders should invariably be endorsed to this Department for record.

11. This O.M. is also available in the public domain of this Department's website. The download path is : <https://dopt.gov.in> → About us → Central Secretariat → CSCS → Promotions → Zone of Promotion (LDC to UDC) .

  
(Jayashree Chellamani)  
Under Secretary to the Government of India  
Tel:- 24623157

Cadre authorities of CSCS (US/DS)  
(As per list enclosed)

(Intimation about officials promoted / not promoted)

**Name of the Cadre Unit: -****Select List Year-2018**

S. No.	Name of the officials	Date of birth	category	Select List Year in JSA Grade	Found fit by DPC (Yes / No.)	Order of promotion issued (Yes/No) (enclose copy of the order)	Whether passed type test (Yes/No)	Whether clear from vigilance angle (Yes / No)	Remarks

**Select List Year-2019**

S. No.	Name of the officials	Date of birth	category	Select List Year in JSA Grade	Found fit by DPC (Yes / No.)	Order of promotion issued (Yes/No) (enclose copy of the order)	Whether passed type test (Yes/No)	Whether clear from vigilance angle (Yes / No)	Remarks

**Select List Year-2020**

S. No.	Name of the officials	Date of birth	category	Select List Year in JSA Grade	Found fit by DPC (Yes / No.)	Order of promotion issued (Yes/No) (enclose copy of the order)	Whether passed type test (Yes/No)	Whether clear from vigilance angle (Yes / No)	Remarks

**Select List Year-2021**

S. No.	Name of the officials	Date of birth	category	Select List Year in JSA Grade	Found fit by DPC (Yes / No.)	Order of promotion issued (Yes/No) (enclose copy of the order)	Whether passed type test (Yes/No)	Whether clear from vigilance angle (Yes / No)	Remarks

**Annexure-II** (Intimation about the officials who could not be accommodated due to non-availability of vacancies)

S. No.	Name of the officials	Date of birth	category	Select List Year in JSA Grade	Found fit by DPC (Yes / No.)	Order of promotion issued (Yes/No) (enclose copy of the order)	Whether passed type test (Yes/No)	Whether clear from vigilance angle (Yes / No)	Remarks

**Select List Year-2018**

1	Name of Cadre Unit							
2	Sanctioned Strength of SSA as on 01.07.2018							
3	In position of SSA as on 30.06.2019 (regular only) * #							
4	Vacancies (Row 2- Row3)							
5	<b>Size of Select List (SQ) §</b> No. of JSA of SL-2010 and earlier promoted on regular basis under seniority quota	UR	SC	ST	Total	PH(out of total)		
						OH	VH	HH
6	<b>Size of Select List (DE) §</b> As per para 4 (iii) & (iv) of the O.M.	UR	SC	ST	Total	PH(out of total)		
						OH	VH	HH
7	No. of posts to be abolished as per Cabinet decision in the year 2003 [4- (5+6)], if any.							
8	<b>Revised Sanctioned Strength of SSA as on 01.07.2019</b>							

\* The SSAs who are working as ASO on ad-hoc basis would be counted in the sanctioned strength of ASO only and not in the sanctioned strength of SSA as they are promoted against regular vacancies.

# UD Grade LDCE 2017 has been conducted. Candidates are yet to be nominated. The vacancies intimated by Cadre Units for UD Grade LDCE 2017 may be included.

§ The information should be in consonance with DoP&T's O.M. No. No. 36012/16/2019-Estt.(Res.) dated 12.04.2022.

**Select List Year-2019**

1	Name of Cadre Unit							
2	Sanctioned Strength of SSA as on 01.07.2019							
3	In position of SSA as on 30.06.2020 (regular only) *							
4	Vacancies (Row 2- Row3)							
5	<b>Size of Select List (SQ) §</b> No. of JSA of SL-2011 and earlier promoted on regular basis under seniority quota	UR	SC	ST	Total	PH(out of total)		
						OH	VH	HH
6	<b>Size of Select List (DE) §</b> As per para 4 (iii) & (iv) of the O.M.	UR	SC	ST	Total	PH(out of total)		
						OH	VH	HH
7	No. of posts to be abolished as per Cabinet decision in the year 2003 [4- (5+6)], if any.							
8	<b>Revised Sanctioned Strength of SSA as on 01.07.2020</b>							

\* The SSAs who are working as ASO on ad-hoc basis would be counted in the sanctioned strength of ASO only and not in the sanctioned strength of SSA as they are promoted against regular vacancies.

§ The information should be in consonance with DoP&T's O.M. No. No. 36012/16/2019-Estt.(Res.) dated 12.04.2022.

### Select List Year-2020

1	Name of Cadre Unit							
2	Sanctioned Strength of SSA as on 01.07.2020							
3	In position of SSA as on 30.06.2021 (regular only)*							
4	Vacancies (Row 2- Row3)							
5	<b>Size of Select List (SQ) \$</b> No. of JSA of SL-2012 and earlier promoted on regular basis under seniority quota	UR	SC	ST	Total	PH(out of total)		
						OH	VH	HH
6	<b>Size of Select List (DE) \$</b> As per para 4 (iii) & (iv) of the O.M.	UR	SC	ST	Total	PH(out of total)		
						OH	VH	HH
7	No. of posts to be abolished as per Cabinet decision in the year 2003 [4- (5+6)], if any.							
8	<b>Revised Sanctioned Strength of SSA as on 01.07.2021</b>							

\* The SSAs who are working as ASO on ad-hoc basis would be counted in the sanctioned strength of ASO only and not in the sanctioned strength of SSA as they are promoted against regular vacancies.

\$ The information should be in consonance with DoP&T's O.M. No. No. 36012/16/2019-Estt.(Res.) dated 12.04.2022.

### Select List Year-2021

1	Name of Cadre Unit							
2	Sanctioned Strength of SSA as on 01.07.2021							
3	In position of SSA as on 30.06.2022 (regular only)*							
4	Vacancies (Row 2- Row3)							
5	<b>Size of Select List (SQ) \$</b> No. of JSA of SL-2013 and earlier promoted as regular basis under seniority quota	UR	SC	ST	Total	PH(out of total)		
						OH	VH	HH
6	<b>Size of Select List (DE) \$</b> As per para 4 (iii) & (iv) of the O.M.	UR	SC	ST	Total	PH(out of total)		
						OH	VH	HH
7	No. of posts to be abolished as per Cabinet decision in the year 2003 [4- (5+6)], if any.							
8	<b>Revised Sanctioned Strength of SSA as on 01.07.2022</b>							

\* The SSAs who are working as ASO on ad-hoc basis would be counted in the sanctioned strength of ASO only and not in the sanctioned strength of SSA as they are promoted against regular vacancies.

\$ The information should be in consonance with DoP&T's O.M. No. No. 36012/16/2019-Estt.(Res.) dated 12.04.2022.

### Certificate from Cadre Controlling Authority

It is certified that approval of Additional Secretary / Joint Secretary of the Administration / Establishment has been taken for reporting the above stated vacancy position.

**Signature of Under Secretary (Admn.)  
(Along with official seal)**

### Certificate of the Liaison Officer

Certified that I have checked up the relevant roster maintained by the cadre authority in respect of recruitment to the aforesaid cadre of the CSCS through the mode and for the quota(if any) as indicated above and find out the position regarding reservation of vacancies including carry forward reserved vacancies indicated above by the cadre authority is correct.

2. It is also certified that cadre authority has followed instructions for reporting vacancies for Physically Handicapped.

3. Instruction of OM No. 36012/5/97-Estt.(Res.)-Vol.II dated 20<sup>th</sup> July, 2000 regarding treatment of backlog vacancies reserved for SC and ST category and non-applicability of 50% ceiling has been strictly followed while reporting vacancies.

(Signature)

(Please put seal of Liaison Officer)

Note:- (I) **Any change in position should immediately be brought to the notice of the CS Division, DoP&T.**

(II) **The SC/ST vacancies in the case of promotion which have remained unfilled in earlier years are to be treated as distinct and separate group and will not be considered together with reserved vacancies of the year in which they are being filled up the determining the 50% reservation for total number of vacancies for a year. [OM No. 36012/5/97-Estt.(Res)-Vol.II dated 20.07.2000]**

(III) **There shall be a separate Roster for Departmental Examination Quota and Seniority Quota. The number of points in a Roster for a particular mode of recruitment shall be equal to the number of persons already in place recruited through**



**that mode of recruitment plus the number of posts to be filled through that mode of recruitment in a particular Select List Year. Post Based Roster should be used to work out reservation points in different mode of recruitment and not to work out number of vacancies to be filled from different mode of recruitment i.e. Reservation Roster should not be mixed with the vacancy / Recruitment Roaster.**

## List of Cadre Units

S. No.	Communication address
1	<b>US</b> (Admn.), D/o Agriculture, Cooperation & FW, KrishiBhavan, New Delhi.
2	<b>US</b> (Admn.), M/o Civil Aviation, Rajiv Gandhi Bhavan, New Delhi.
3	<b>US</b> (Admn.), M/o Coal, ShastriBhavan, New Delhi.
4	<b>US</b> (Admn.), M/o Commerce & Industry, UdyogBhavan, New Delhi.
5	<b>US</b> (Admn.), M/o Commerce( Supply Division), NirmanBhavan, New Delhi.
6	<b>US</b> (Admn.), D/o Consumer Affairs, KrishiBhavan, New Delhi.
7	<b>US</b> (Admn.), M/o Corporate Affairs, ShastriBhavan, New Delhi.
8	<b>US</b> (Admn.), D/o Culture, ShastriBhavan, New Delhi.
9	<b>US</b> (Admn.), M/o Defence, 'B' Wing, SenaBhavan, New Delhi.
10	<b>US</b> (Admn.), DoP&T, North Block, New Delhi.
11	<b>US</b> (Admn.), DPIIT, UdyogBhavan, New Delhi.
12	<b>US</b> (Admn.), M/o Earth Sciences, PrithviBhavan, New Delhi.
13	<b>US</b> (Admn.), D/o Education, ShastriBhavan, New Delhi.
14	<b>US</b> (Admn.), M/o Env. & Forests, Indira ParyavaranBhavan, New Delhi.
15	<b>US</b> (Admn.), D/o Expenditure, North Block, New Delhi.
16	<b>US</b> (Admn.), D/o Fertilizers, ShastriBhavan, New Delhi.
17	<b>US</b> (Admn.), D/o Food & Public Distribution, KrishiBhavan, New Delhi.
18	<b>US</b> (Admn.), M/o Health & Family Welfare, NirmanBhavan, New Delhi.
19	<b>US</b> (Admn.), M/o Home Affairs, North Block, New Delhi.
20	<b>US</b> (Admn.), M/o Housing & Urban Affairs, NirmanBhavan, New Delhi.
21	<b>US</b> (Admn.), M/o Information & Broadcasting, ShastriBhavan, New Delhi.
22	<b>US</b> (Admn.), M/o Jal Shakti, D/o Water Resources, RD & GR, Shram Shakti Bhavan, New Delhi
23	<b>US</b> (Admn.), M/o Jal Shakti, D/o Drinking Water & Sanitation, 8 <sup>th</sup> Floor, Pt. DeendayalAntoyadayaBhawan, CGO Complex, Lodhi Road, New Delhi-3.
24	<b>US</b> (Admn.), M/o Labour, Shram Shakti Bhavan, New Delhi.
25	<b>US</b> (Admn.), D/o Legal Affairs, ShastriBhavan, New Delhi.
26	<b>US</b> (Admn.), M/o MSME, UdyogBhavan, New Delhi.
27	<b>US</b> (Admn.), M/o Mines, ShastriBhavan, New Delhi.
28	<b>US</b> (Admn.), M/o Petroleum & Natural Gas, ShastriBhavan, New Delhi
29	<b>US</b> (Admn.), M/o Ports, Shipping & Waterways, Transport Bhavan, I-Parliament Street, New Delhi-110001
30	<b>ADG</b> (Admn.), D/o Posts, DakBhavan, Sansad Marg, New Delhi.
31	<b>US</b> (Admn.), M/o Power, Shram Shakti Bhavan, New Delhi.
32	<b>US</b> (Admn.), M/o Road, Transport & Highways, Transport Bhavan, New Delhi.
33	<b>US</b> (Admn.), M/o Rural Development, KrishiBhavan, New Delhi.
34	<b>US</b> (Admn.), D/o Science & Technology, Technology Bhavan, New Delhi.
35	<b>US</b> (Admn.), M/o Skill Development & Entrepreneurship, Shivaji Stadium Annexe Building, Shaheed Bhagat Singh Marg, New Delhi-110001
36	<b>US</b> (Admn.), M/o Social Justice & Empowerment, ShastriBhavan, New Delhi.
37	<b>US</b> (Admn.), M/o Statistics & Programme Implementation, Sardar Patel Bhavan, Sansad Marg, New Delhi-110001
38	<b>US</b> (Admn.), M/o Steel, UdyogBhavan, New Delhi.
39	<b>US</b> (Admn.), D/o Telecommunication, Sanchar Bhavan, New Delhi.
40	<b>US</b> (Admn.), UPSC., Dhoolpur House, Shahjahan Road, New Delhi
41	<b>US</b> (Admn.), M/o Women & Child Development, ShastriBhavan, New Delhi
42	<b>US</b> (Admn.), M/o Youth Affairs & Sports, ShastriBhavan, New Delhi
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No.36012/16/2019-Esttt. (Res.)  
 Government of India  
 Ministry of Personnel, Public Grievances and Pensions  
 Department of Personnel and Training  
 North Block, New Delhi-110 001  
 Date: 12<sup>th</sup> April, 2022

**Office Memorandum**

Subject : Reservation in promotions – procedure to be followed prior to effecting reservations in the matter of promotions by all departments of the Central Government.

The undersigned is directed to bring to your notice the judgement dated 28.01.2022 of the Supreme Court of India in the case of **Jarnail Singh and Ors. V. Lachhmi Narain Gupta and Ors.** (Civil Appeal No. 629 of 2022 arising out of SLP (C) No. 30621 of 2011) and other connected matters. Pursuant to this judgement, the Ld. Attorney General for India has rendered his considered opinion in the matter.

2. In the judgement dated 28.1.2022, the Supreme Court has set out the conditions that are to be satisfied by the Government for the purpose of implementing the policy of reservation in promotions. These conditions are :

- (i) Collection of quantifiable data regarding inadequacy of representation of Scheduled Castes and Scheduled Tribes;
- (ii) Application of this data to each cadre separately; and
- (iii) If a roster exists, the unit for operation of the roster would be the cadre for which the quantifiable data would have to be collected and applied in regard to the filling up of the vacancies in the roster.

This judgement currently holds the field.

3. All the Ministries/Departments are required to ensure that the above conditions are complied with before implementing the policy of reservation in promotions and carrying out any promotions based thereon.

4. For this purpose, all Ministries/Departments are also required to ensure the following:

- (a) In terms of DoPT OM No.43011/153/2010-Estt (Res.) dated 4.1.2013, the Liaison Officer shall ensure that the reservation rosters are strictly maintained as per the instructions/guidelines, laid down in DoPT OM No. 36012/2/96-Estt (Res.), dated 2.7.1997.
- (b) In order to ensure maintenance of efficiency of administration, the DPC shall carefully assess the suitability of the officers, being considered for promotion.

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(c) The Appointing Authority shall issue the appointment/promotion orders only after satisfying itself that the conditions mentioned in paragraph 2 and sub-para (a) & (b) of this paragraph have been fully complied with.

5. Since the **Jarnail Singh** batch of cases is pending in the Supreme Court of India, any promotion order issued shall be subject to further orders that may be passed by the Supreme Court in the said batch of cases.

6. All Ministries/Departments are requested to urgently bring these instructions to the notice of all their attached/subordinate offices as also the Public Sector Undertakings and Statutory Bodies etc. for adherence and strict compliance.



(Sandeep Saxena)

Deputy Secretary to the Govt. of India

To

1. The Secretaries of all the Ministries/Departments of the Govt. of India for ensuring strict compliance of the above instructions.
2. The Secretary, Department of Financial Services, New Delhi.
3. The Secretary, Department of Public Enterprises, New Delhi.
4. The Secretary, Railway Board, Ministry of Railways, Rail Bhawan, New Delhi.
5. The Secretary, Union Public Service Commission
6. The Secretary, Staff Selection Commission
7. Office of Comptroller and Auditor General of India, 10, Bahadurshah Zafar Marg, New Delhi.
8. NIC, DoPT with the request to upload the same on the website of the Department.