

MOST IMMEDIATE
TIME BOUND

No. 6/6/2009-CS.I(S)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Lok Nayak Bhavan, Khan Market
New Delhi, dated the 09th July, 2010

OFFICE MEMORANDUM

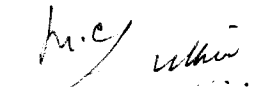
Subject: Promotion of Assistant to the grade of Section Officer of Central Secretariat Service (CSS) on ad-hoc basis.

Reference is invited to this Department's OM of even number dated 7th June, 2010 regarding promotion of eligible Assistants upto SCSL 1996 (General Category), SCSL 1997 (SC Category) and SCSL 1999 (ST Category) to Section Officer on ad-hoc basis to the extent of vacant posts (including the posts falling vacant due to retirement upto 31.12.2010) available in the Cadre Units in the grade of Section Officer.

2. In the above referred OM, all the Cadre Units were requested to convey the details of the Assistants promoted on ad-hoc basis in Section Officer grade and the number of remaining eligible Assistants upto SCSL 1996 (Gen), upto SCSL 1997(SC) & upto SCSL 1999 (ST) alongwith the details of the eligible Assistants in the SCSL 1997 (Gen), SCSL 1998(SC) & SCSL 2000 (ST) in the proformae enclosed with the OM dated 7th June, 2010, **latest by 7.7.2010.**

3. The information relating to the cadre units has not yet been received in this Division. It is, therefore, requested that the information relating to your Cadre/Ministry may please be furnished to this Division urgently in the prescribed proformae, in no case later than 14.07.2010. For easy reference, list of defaulting Cadre Units is enclosed. The non-submission of the proformae is coming in the way of effective cadre management of CSS and hence the submission of the same may be expedited.

Yours faithfully,


(M.C. LUTHER)

Deputy Secretary to the Govt. of India
Tele: 24629411

To

All the Cadre Authorities,
Joint Secretary (Admn),
Ministry/Department of (As per list attached)
New Delhi.

S. No	Name of Cadre Units and address
1	Department of Agriculture & Cooperation, Krishi Bhavan, New Delhi-110001
2	Ministry of Coal, Shastri Bhavan, New Delhi-110001
3	Department of Commerce, Udyog Bhavan, New Delhi-110001
4	Ministry of Corporate Affairs, Shastri Bhavan, New Delhi-10001.
5	Ministry of Consumer Affairs, Krishi Bhavan, New Delhi-110001.
6	Ministry of Defence, Sena Bhavan, New Delhi-110011.
7	Department of Personnel & Training, North Block, New Delhi-10001
8	Ministry of Environment & Forests, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi-110003.
9	Department of Expenditure, North Block, New Delhi.
10	Department of Fertilizers, Shastri Bhavan, New Delhi-110001
11	Department of Food & Public Distribution, Krishi Bhavan, New Delhi-110001.
12	Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011.
13	Ministry of Home Affairs, North Block, New Delhi-110001.
14	Ministry of Information & Broadcasting, Shastri Bhavan, New Delhi-110001.
15	Department of Industrial Policy & Promotion, Udyog Bhavan, New Delhi-110001
16	Ministry of Labour, Shram Shakti Bhavan, New Delhi-110001.
17	Ministry of Mines, Shastri Bhavan, New Delhi-110001.
18	Ministry of Micro, Small & Medium Enterprises, Udyog Bhavan, New Delhi-110011
19	Planning Commission, Yojana Bhavan, New Delhi-110001.
20	Ministry of Petroleum & Natural Gas, Shastri Bhavan, New Delhi-110001.
21	Department of Posts, Dak Bhavan, Parliament Street, New Delhi-110001.
22	Ministry of Power, Shram Shakti Bhavan, New Delhi-110001.
23	Ministry of Road Transport & Highways, Transport Bhavan, New Delhi-110001.
24	Ministry of Rural Development, Krishi Bhavan, New Delhi-110001.
25	Department of Secondary & Higher Education, Shastri Bhavan, New Delhi-110001
26	Department of Science & Technology, Technology Bhavan, New Mehrauli Road, New Delhi.
27	Ministry of Social Justice & Empowerment, Shastri Bhavan, New Delhi-110001.
28	Ministry of Steel, Udyog Bhavan, New Delhi-110011.
29	Department of Supply, Nirman Bhavan, New Delhi-110011.
30	Department of Telecommunication, Sanchar Bhavan, New Delhi-110001.
31	Union Public Service Commission, Dholpur House, Shahjahan Road, N D-110011
32	Ministry of Urban Development, Nirman Bhavan, New Delhi-110011.
33	Ministry of Water Resources, Shram Shakti Bhavan, New Delhi-110001.
34	Ministry of Youth Affairs & Sports, Shastri Bhavan, New Delhi-110001.