

Time Bound

No.5/7/2011-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 30th June, 2011

OFFICE MEMORANDUM

Subject: **Promotion of Section Officers of the CSS to Grade I (Under Secretary) of the CSS on ad-hoc basis regarding.**

The undersigned is directed to say that due to ongoing litigation, this Department has not been in a position to bring out Select Lists of Under Secretary after 2008. Consequently a large number of vacancies of Under Secretary exist in Ministries/Departments. With the approval of the competent authority, it has now been decided to promote eligible Section Officers to the Under Secretary grade on ad hoc basis in the CSS for a period of one year. The Section Officers of Select List 2003 (upto CSL 7314 in General; and CSL 8052 in SC / ST) as well as some Section Officers belonging to earlier Select Lists who could not be promoted for one reason or other, may be considered for ad hoc promotion to the Under Secretary grade against the vacancies arising upto 30.07.2011. Hence, the following information may urgently be made available to the DOPT, latest by **8th July, 2011**:

- (i) The latest **vigilance status** and **APARs upto 2009-2010** of the Section Officers of 2003 Select List (upto CSL 7314 in General; and CSL 8052 in SC / ST);
- (ii) If any of the officers is away on deputation, the details of the same may also be intimated together with likely date of return from deputation;
- (iii) Their **Personal information** in the enclosed **proforma**; and
- (iv) Though this Department is centrally maintaining the vacancy position, however, to reconcile the **exact vacancy position** in the Ministry/Department in the grade of Under Secretary as on 31.07.2011, the information may be furnished.

The vacancies may kindly be sent at the earliest by return fax at TELEFAX No.24629414.

2. As a large number of vacancies in the grade of Under Secretary in Ministries/Departments, are to be urgently filled, the above information may kindly be made available **latest by 8th July, 2011** without fail.


(Monica Bhatia)
Director

Telefax.:24629411 / 24629414

To,

1. The Joint Secretary(Admn.), Prime Minister's Office, South Block, New Delhi
2. The Joint Secretary(Admn.), Cabinet Secretariat, Rashtrapati Bhavan, New Delhi
3. The Joint Secretary(Admn.), D/o Agriculture & Cooperation, Krishi Bhavan, New Delhi
4. The Joint Secretary(Admn.), D/o Agricultural Research & Education, Krishi Bhavan, New Delhi
5. The Joint Secretary(Admn.), D/o Animal Husbandry & Dairying, Krishi Bhavan, New Delhi-01
6. The Joint Secretary(Admn.), D/o Administrative Reforms & Public Grievances, Sardar Patel Bhavan, Parl. Street, New Delhi
7. The Joint Secretary(Admn.), D/o AYUSH, I.R.C.S. Building(Red Cross Building) New Delhi
8. The Joint Secretary(Admn.), D/o Financial Services, Jeevan Deep Building, Parliament Street, New Delhi
9. The Joint Secretary(Admn.), D/o Bio-Technology, Block No.2, CGO Complex, Lodi road, New Delhi
10. The Joint Secretary(Admn.), D/o Chemicals & Petro-chemical, Shastri Bhavan, New Delhi
11. The Joint Secretary(Admn.), D/o Pharmaceuticals, Shastri Bhavan, New Delhi
12. The Joint Secretary(Admn.), M/o Civil Aviation, 'B' Wing, Rajiv Gandhi Bhavan, Near Safdarjung Airport, New Delhi
13. The Joint Secretary(Admn.), M/o Commerce, Udyog Bhavan, New Delhi
14. The Joint Secretary(Admn.), M/o Coal, Shastri Bhavan, New Delhi
15. The Joint Secretary(Admn.), M/o Corporate Affairs, Shastri Bhavan, New Delhi
16. The Joint Secretary(Admn.), M/o Consumer Affairs, Krishi Bhavan, New Delhi
17. The Joint Secretary(Admn.), M/o Culture, Shastri Bhavan, New Delhi
18. The Joint Secretary(Admn.), M/o Defence, South Block, New Delhi
19. The Joint Secretary(Admn.), M/o Disinvestment, CGO Complex, New Delhi
20. The Joint Secretary(Admn.), M/o Earth Sciences, Masagar Bhavan, CGO Complex, Lodhi Road, New Delhi
21. The Joint Secretary(Admn.), M/o Development of NE Region, Vigyan Bhawan Annexe, Maulana Azad Road, New Delhi
22. The Director(Admn.), D/o Personnel & Training, North Block, New Delhi
23. The Deputy Secretary(Admn.), D/o Pension & PW, Lok Nayak Bhawan, New Delhi
24. The Joint Secretary(Admn.), D/o Scientific Industrial Research, Technology Bhawan, New Mehrauli Road, New Delhi
25. The Joint Secretary(Admn.), M/o Environment & Forests, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi
26. The Joint Secretary(Admn.), D/o Economic Affairs, North Block, New Delhi
27. The Joint Secretary(Admn.), D/o Expenditure, North Block, New Delhi
28. The Joint Secretary(Admn.), D/o Fertilizers, Shastri Bhavan, New Delhi
29. The Joint Secretary(Admn.), D/o Food & Public Distribution, Krishi Bhavan, New Delhi
30. The Joint Secretary(Admn.), M/o Food Processing Industries, Panchsheel Bhawan, August Kranti Marg, New Delhi
31. The Joint Secretary(Admn.), M/o Health & Family Welfare, Nirman Bhavan, New Delhi
32. The Joint Secretary(Admn.), M/o Heavy Industries, Udyog Bhavan, New Delhi
33. The Joint Secretary(Admn.), M/o Home Affairs, North Block, New Delhi
34. The Joint Secretary(Admn.), M/o Information & Broadcasting, Shastri Bhavan, New Delhi
35. The Joint Secretary(Admn.), D/o Industrial Policy & Promotion, Udyog Bhavan, New Delhi
36. The Joint Secretary(Admn.), Inter-State Council Secretariat, Vigyan Bhawan Annexe, New Delhi
37. The Joint Secretary(Admn.), M/o Labour, Sharam Shakti Bhavan, New Delhi

38. The Joint Secretary(Admn.), D/o Legal Affairs, Shastri Bhavan, New Delhi
39. The Joint Secretary(Admn.), Legislative Department, Shastri Bhavan, New Delhi
40. The Joint Secretary(Admn.), M/o Mines, Shastri Bhavan, New Delhi
41. The Joint Secretary(Admn.), M/o Minority Affairs, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi
42. The Joint Secretary(Admn.), M/o New & Renewable Energy, Block No.14, C.G.O Complex, Lodhi Road, New Delhi
43. The Joint Secretary(Admn.), D/o Official Language, Lok Nayak Bhavan, Khan Market, New Delhi
44. The Joint Secretary(Admn.), M/o Overseas Indian Affairs, 934 Akbar Bhavan, New Delhi
45. The Joint Secretary(Admn.), M/o Panchayati Raj, Sardar Patel Bhawan, New Delhi
46. The Joint Secretary(Admn.), Planning Commission, Yojana Bhavan, New Delhi
47. The Joint Secretary(Admn.), M/o Petroleum & Natural Gas, Shastri Bhavan, New Delhi
48. The Joint Secretary(Admn.), D/o Posts, Dak Bhavan, Parliament Street, New Delhi
49. The Joint Secretary(Admn.), M/o Power, Sharam Shakti Bhavan, New Delhi
50. The Joint Secretary(Admn.), D/o Public Enterprises, Jeevan Deep Building, Parliament Street, New Delhi
51. The Joint Secretary(Admn.), D/o Revenue, North Block, New Delhi
52. The Registrar General of India, Man Singh Road, New Delhi
53. The Joint Secretary(Admn.), D/o Road Transport & Highways, Transport Bhavan, New Delhi
54. The Joint Secretary(Admn.), M/o Rural Development, Krishi Bhavan, New Delhi
55. The Joint Secretary(Admn.), D/o Secondary & Higher Education, Shastri Bhavan, New Delhi
56. The Joint Secretary(Admn.), D/o Science & Technology, Technology Bhavan, New Mahrauli Road, New Delhi
57. The Joint Secretary(Admn.), D/o Shipping, Transport Bhavan, New Delhi
58. The Joint Secretary(Admn.), M/o Social Justice & Empowerment, Shastri Bhavan, New Delhi
59. The Joint Secretary(Admn.), Staff Selection Commission, CGO Complex, Lodhi Road, New Delhi
60. The Joint Secretary(Admn.), M/o Statistics & Programme Implementation, Sardar Patel Bhavan, Parl. Street, New Delhi
61. The Joint Secretary(Admn.), D/o Micro, Small & Medium Enterprises, Udyog Bhavan, New Delhi
62. The Joint Secretary(Admn.), M/o Steel, Udyog Bhavan, New Delhi
63. The Joint Secretary(Admn.), D/o Commerce(Supply Division), Nirman Bhavan, New Delhi
64. The Joint Secretary(Admn.), D/o Telecommunication, Sanchar Bhavan, New Delhi
65. The Joint Secretary(Admn.), M/o Textiles, Udyog Bhavan, New Delhi
66. The Joint Secretary(Admn.), M/o Tribal Affairs, Shastri Bhavan, New Delhi
67. The Joint Secretary(Admn.), M/o Tourism, Transport Bhavan, New Delhi
68. The Secretary, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi
69. The Joint Secretary(Admn.), M/o Urban Development, Nirman Bhavan, New Delhi
70. The Joint Secretary(Admn.), M/o Water Resources, Sharam Shakti Bhavan, New Delhi
71. The Joint Secretary(Admn.), M/o Women & Child Development, Shastri Bhavan, New Delhi
72. The Joint Secretary(Admn.), M/o Youth Affairs & Sports, Shastri Bhavan, New Delhi

Proforma

PERSONAL INFORMATION

1.	Name	
2.	Designation	
3.	Date of Birth	
4.	Present Ministry/Department	
5.	Contact Number	
6.	Educational Qualification	

7. Experience:

	Grade	Ministry/Deptt	Period	Subjects Dealt (in brief)
(i)	Assistant/PA			
(ii)	Section Officer			

8. Details of Training (including mandatory level 'D' training for promotion from SO to US):

	Name of the training	Institute	Course Content
(i)			
(ii)			
(iii)			
(iv)			

9. Preferences for posting(with reasons):

	Ministry/Department	Reason(s)
(i)		
(ii)		
(iii)		