

No.4/1/2007-CS.II  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

Lok Nayak Bhawan, New Delhi - 110 003.  
Dated, the 5<sup>th</sup> February, 2008.

OFFICE MEMORANDUM

Sub: Promotion of UDCs of Central Secretariat Clerical Service (CSCS) to the Assistant's Grade of Central Secretariat Service (CSS) on ad-hoc basis.

In continuation of this Department's Office Memorandum of even number dated 16.01.2008 on the subject mentioned above, the undersigned is directed to say that it has been decided to further promote UDCs of CSCS of Select List Year 1993, to Assistants' Grade of CSS on ad-hoc basis upto **30/06/2008** or until further orders or till regular Assistants become available through the normal channels of recruitment as prescribed under the CSS Rules, whichever is earlier, and nominate them to the cadre(s) indicated against their names as mentioned below :-

| SNo. | Revised CSL No. | Name Shri/Smt/Kum. | Category | Where working  | Cadre where allocated |
|------|-----------------|--------------------|----------|----------------|-----------------------|
| 1    | --              | Rakhi Haldar       | SC       | I&B            | MHA                   |
| 2    | 653/93          | Vijay Kumar Narula | GENL     | RT&H           | Finance               |
| 3    | 676/93          | Rakesh Bhutani     | GENL     | Steel          | Education             |
| 4    | 681/93          | NX Dinesious Savul | GENL     | Corp. Affairs  | Corp. Affairs         |
| 5    | 706/93          | V Ganesh           | GENL     | Science & Tech | DOPT                  |

2. The officials may be appointed as Assistants on ad-hoc basis, initially for the period upto **30/06/2008** after assessing their suitability for promotion by screening the records (ACRs) of the officers by the appointing authority and also after ensuring that no vigilance case is either pending or being contemplated against the official. The ad-hoc promotion/appointment is subject to following conditions: -

- i) the ad-hoc appointment shall not confer on the appointees any right to continue in the grade indefinitely or for inclusion in the Select List or to claim seniority in the Assistants' Grade of CSS;
- ii) ad-hoc appointments may be terminated at any point of time without giving any reason therefore;
- iii) the appointment on ad-hoc basis will take effect from the date of taking over charge of the post of Assistant of CSS.

3. It is requested that all concerned may be relieved of their duties immediately if they are found suitable for promotion and are clear from vigilance angle so that they can assume the charge of Assistants (Ad-hoc) in the new Cadre wherever applicable.

4. If any of the officers shown in the list is on deputation, he/she may be given the option to revert within one month to avail of the promotion.

5. It is requested that the names of regular UDCs who have been promoted as Assistant on ad-hoc basis in their own cadre as also who have been nominated to other cadres may continue to be shown in the seniority list of the UDCs in their respective cadres.

6. The above nomination of UDCs for appointment to Assistant Grade on ad-hoc basis has been made on the basis of the firm number of vacancies furnished by the cadres. Hence, no representation/request for retention from any quarters, on any ground, would be entertained either by the cadre or by this Department. Sending of requests to DOPT will amount to canvassing and the employees concerned will be liable for disciplinary action under the CCS Conduct Rules. It is requested that the officials may be appointed/relieved immediately subject to their fulfillment of the requirements as mentioned in para 2 above. A copy of the appointment order may be endorsed to this Department.

  
(G.S. PUNDIR)

Under Secretary to the Govt. of India  
☎: 24623157

Cadre authorities as per list  
(by name of US Admn.)

✓ Copy to NIC for uploading on the web site of this Department.