

**IMMEDIATE**

F. No. 06/11/2012-CS-I(S)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

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2<sup>nd</sup> Floor, Lok Nayak Bhavan,  
Khan Market, New Delhi-110003,  
Dated the 23<sup>rd</sup> August, 2012

**OFFICE MEMORANDUM**

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

The undersigned is directed to refer to this Department's OM No. 6/5/2011-CS-I(S) dated 04<sup>th</sup> October, 2011 and OM No. 6/9/2010-CS-I(S) dated 31<sup>st</sup> January, 2012 on the subject mentioned above.

2. In view of the number of posts lying vacant in the Section Officers' Grade in various Ministries/Departments mainly due to court cases and pending LDCE for the Year 2009/ 2010/ 2011, it has been decided that eligible Assistants upto S. No. 494 of CSL 2003 of Assistant Grade as issued vide DOP&T's OM No. 7/4/2010-CS-I(A) dated 12<sup>th</sup> July, 2012 may be promoted to the Grade of Section Officer on ad-hoc basis to the extent of vacant posts available in the Cadre Units as on **1<sup>st</sup> August, 2012**. The ad-hoc promotion/appointment would be subject to the following conditions:-

- (i) The period of ad-hoc promotion would be upto **31<sup>st</sup> December, 2012** or till the regular Section Officers are made available, whichever is earlier;
- (ii) The ad-hoc appointments shall not confer on the appointees any right to continue in the Grade indefinitely or for inclusion in the Select List of Section Officer for regular appointment or to claim seniority in the Section Officer Grade of CSS;
- (iii) Ad-hoc appointments would continue till regular candidates in Section Officer Grade are available either through Seniority Quota or Limited Departmental Competitive Examination (LDCE). In the event of the ad-hoc appointees not qualifying for regular appointment in either of these two categories, they will be reverted to the Assistants' Grade on availability of such regular officers from the date they (regular Section Officers) join duty in their respective Cadre Units allotted to them by this Department;
- (iv) The effective date of ad-hoc promotion in respect of those found fit and clear from vigilance angle would be the date from which the officer concerned joins duty in Section Officers' Grade in his own Cadre Unit.

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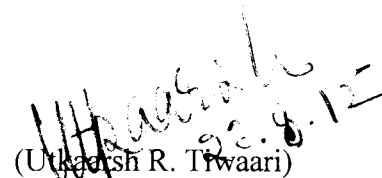
3. If any of the Officers, who is eligible for promotion in Section Officer Grade on ad-hoc basis and is on deputation, he/she may be given option to revert within 15 days with a view to avail themselves of the promotion on ad-hoc basis, failing which their ad-hoc promotion is liable to be cancelled and next person due for promotion may be promoted on ad-hoc basis.

4. All the Cadre Units are requested to take urgent action to conduct DPCs by **15<sup>th</sup> September, 2012** in respect of all the Assistants within the Zone prescribed as at Para 2 supra and to promote eligible Assistants to the Grade of Section Officer on ad-hoc basis to the extent of vacancies available upto **1<sup>st</sup> August, 2012** as per their seniority in the Assistant Grade. **A copy of the appointment order may be endorsed to this Department.**

5. The recommendations of the DPC in respect of the remaining eligible Assistants in the above zone, who are clear from vigilance angle and could not be promoted within the Cadre Unit due to lack of vacancies, may be forwarded to this Division by **1<sup>st</sup> October, 2012** so that they could be promoted against existing vacancies in SO Grade elsewhere.

6. After the completion of the process as indicated in Para 4 & 5 above, all the Cadre Units are requested to convey the following information by **1<sup>st</sup> October, 2012** :-

- (i) The details of the Assistants promoted on ad-hoc basis in SO Grade after the issue of this order (**Annexure- I**).
- (ii) DPC recommendations in respect of the remaining eligible Assistants in the zone prescribed as indicated in Para 5 above (**Annexure-II**).

  
(Uttam R. Tiwari)  
Director (CS-I)  
☎: 2462 9411

To

All the Cadre Authorities,  
Ministry/Department of .....  
Deputy Secretary/Director (Admn./Estt.)  
**New Delhi.**

**ANNEXURE-I to the DOPT's OM No 6/11/2012-CS.I(S) dated 23<sup>rd</sup> August, 2012**

Name of Cadre Unit :

Details of Assistants promoted on ad-hoc basis in Section Officer Grade after the issue of  
OM No. 06/11/2012-CS-I(S) dated 23<sup>rd</sup> August, 2012

Name	Date of Birth	Select List Year (Assistant Grade)	Category	Date of Joining as Section Officer (ad-hoc)	Date from which working in the Cadre in any Grade.	Remarks, if any
1	2	3	4	5	6	7

**ANNEXURE-III to the DOPT's OM No 6/11/2012-CS.I(S) dated 23<sup>rd</sup> August, 2012**

Name of Cadre Unit :

Details of Assistants who are yet be promoted by **1<sup>st</sup> October, 2012** on ad-hoc basis in Section Officer Grade along-with DPC recommendations and the status of their vigilance clearance/grading Sheets.

Name	Date of Birth	Select List Year ( Assistant Grade)	Category	Recommen-dations of DPC	Status of Vigilance Clearance	Grading sheet of last 05 reckonable ACR/APAR	Remarks, if any
1	2	3	4	5	6	7	8