

**No. 6/5/2010-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 23<sup>rd</sup> September, 2010

**OFFICE MEMORANDUM**

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

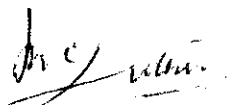
Reference is invited to this Department's OM of even number dated 30<sup>th</sup> August, 2010 regarding promotion of eligible Assistants upto SCSL 1998 (General Category), SCSL 1999 (SC Category) and SCSL 2001 (ST Category) to Section Officer on ad-hoc basis to the extent of vacant posts (including the posts falling vacant due to retirement upto 31.12.2010) available in the Cadre Units in the grade of Section Officer. **The Assistants, who have completed 8 years of approved service as per provision 2 (c) of CSS Rules, 2009 as on the date of DPC subject to found fit by the DPC and clear from vigilance angle may be considered as eligible.**

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 1998 (Gen), upto SCSL 1999(SC) & upto SCSL 2001 (ST) alongwith the details of the eligible Assistants in the SCSLs 1999 to 2002 (Gen), SCSLs 2000 to 2002 (SC) & SCSL 2002 (ST) in the proformae enclosed with the OM dated 30<sup>th</sup> August, 2010, **latest by 30.9.2010.**

3. Till date no information in this regard has been received from the Cadre Units. Cadre Units are requested to speed up the task of conducting the DPC to promote eligible Assistants to the grade of Section Officer on ad-hoc basis on priority basis and furnish the required information in the prescribed proformae to this Division **well before the stipulated date i.e. before 30.9.2010** so that this Division could assess the required man power/vacancies in the grade of Section Officer by the Cadre Units. The delay in non-submission of the information in the proformae will be coming in the way of effective cadre management of CSS and hence the submission of the same may be expedited.

4. Due to non-compliance/non-adherence to the stipulated dead-lines prescribed by DOP&T(CS Division) in the past, by Cadre Authorities, the proper & timely cadre management of CSS has suffered. As such, in case the information is not sent by the stipulated date, responsibility for the delay may kindly be fixed on all concerned for further necessary action by DOP&T.

Yours faithfully,

  
(M.C. LUTHER)  
Director(CS.I)  
Tele: 24629411

To

All the Cadre Authorities,  
Joint Secretary (Admn),  
Ministry/Department of .....