

No.4/2/2011-CS.II (A)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Lok Nayak Bhawan, New Delhi
Dated the 19th July 2011

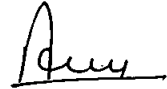
OFFICE MEMORANDUM

Subject:- Promotion of Personal Assistant (PA) of CSSS to the Private Secretary (PS) Grade of CSSS on ad-hoc basis- reg.

The undersigned is directed to say that vide this Department's OM of even number dated 31.3.2011 & 13.4.2011 on the subject mentioned above, all the Cadre Units were requested to promote and retain the eligible PAs with least incumbency within the zone prescribed to the Grade of PS on adhoc basis to the extent of vacancies available. Cadres Units were also requested to forward the recommendations of the DPC in respect of the remaining eligible PAs with maximum incumbency in the prescribed zone, who are clear from vigilance angle and cannot be promoted within the Cadre Units to this Division.

2. On the basis of information received from the Cadre Units, the competent authority has decided to nominate the PAs (details indicated in Annexure-I), for appointment to the grade of PS of CSSS on ad-hoc basis to other Cadre Units.

3. In order to ensure that officers are given exposure to working in different Ministries/Departments, they are allowed to give three options of Cadre Units, in compliance with the consolidated instructions regarding Rotation Transfer Policy (issued vide this Department O.M. No. 13/1/2009-CS.II dated 15.7.2011). Cadre Units concerned are, therefore, requested that the information in the enclosed proforma (Annexure - II) may be forwarded to this Department latest by **22.7.2011**. In case the requisite information is not received by the stipulated date, it would be presumed that the official concerned has no option to furnish and this Department will make nomination as per availability of vacancy.



(Kiran Vasudeva)

Under Secretary to the Government of India
Tel.No.24654020

To,

US/Admn
Cadre Units concerned of CSSS.

Annexure I to O.M. No.4/2/2011-CS.II (A) dated 19.7.2011

S.No	Name (S/Shri/Ms)	Cadre where working	Incumbency position
1	Manjeet Kaur	MHA	—
2	Sneh Sethi	DOPT	—
3	Renu Ghai	DOPT	—
4	Meena Vaid	DOPT	—
5	R.S.Rawat	DOPT	—
6	Veena Monga	DOPT	—
7	V.K.Sharma	DOPT	—
8	Gulshan Kr. Jaiwani	DOPT	—
9	Sarishta Grover	RTH	—
10	Madhu Singhal	RTH	—
11	Pradeep Sabharwal	RTH	—
12	Manju Bala	RTH	—
13	Kanwal K. Karwal	P&NG	—
14	Kalicharan Sharma	Commerce	—
15	Satyawati Wadhwa	Commerce	—
16	Indu Kukreja	Civil Aviation	—
17	Neelmani Sharma	Civil Aviation	21/05/1977
18	Suman Bhasin	Urban Dev	10/09/1979
19	Anjali Sharma	Urban Dev	21/02/1982
20	P.Ramakrishnan	Urban Dev	20/03/1982
21	Sarita Arora	Urban Dev	20/02/1984
22	C.P.Gauniyal	Urban Dev	07/02/1986
23	Reeta Totlani	Urban Dev	01/01/1989
24	Baby Sachu	Urban Dev	12/11/1991
25	D.V. Prabhakar	Urban Dev	29/11/1991
26	Rakesh Kumar	Urban Dev	13/01/1993
27	Rama Bodwal	Urban Dev	01/10/1993
28	P.S.Rawat	Urban Dev	31/01/1994
29	O.P.Dubey	Urban Dev	22/06/1995
30	Sivaraju Rama	Urban Dev	27/06/1995
31	Mariama Joseph	Urban Dev	

PERSONAL INFORMATION

1	Name	
2	Designation	
3	Date of Birth	
4	Present Ministry/Department	
5	Contact No/Phone No	
6	Educational Qualification	
7	Residential Address	

8. Previous posting(s)

Grade	Ministry/Department	Period
Steno Grade D		
Steno Gr. C		

9. Preferences for posting (with reasons thereon)

S.No.	Ministry/Department	Reason(s)
(i)		
(ii)		
(iii)		