

MOST IMMEDIATE
REMINDER

F. No. 6/5/2011-CS-I(S)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

2nd Floor, Lok Nayak Bhavan,
Khan Market, New Delhi-110003
Date : 11.11.11

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 No. dated 04.10.2011 on the subject mentioned above.

2. All the Cadre Units were requested to promote the eligible Assistants within the prescribed zone (upto SL 2000, 2001 & 2002 for Gen. and upto SL 2001& 2002 for SC) to the Grade of Section Officer on ad-hoc basis to the extent of available vacancies. Cadre Units were also requested to forward the recommendations of the DPC in respect of the remaining eligible Assistants in the prescribed zone, who are clear from vigilance angle and cannot be promoted within the Cadre Unit due to lack of vacancies, to this Division by 15.11.2011.

3. However, most of the Cadre Units have not sent the requisite information, in the prescribed proforma enclosed with this Department's OM under reference, so far. The delay in sending the requisite information by the Cadre Units is adversely affecting the cadre management in Section Officer Grade of CSS and DOP&T is not in a position to fill up SO Grade vacancies in several Ministries.

4. In view of the above, the defaulting Cadre Units (as per the list) are requested to send the information urgently to CS Division in the prescribed proforma **latest by 18.11.2011.**


(K. Suresh Kumar)
Under Secretary to the Govt. of India
Ph. -24642705

To

The Under Secretary (Admn./Estt.)
Ministry/Department..... (As per list attached),
.....
New Delhi.

Inputs have not been received in response to OM No. 6/5/2011-CS-I(S) dated 04.10.2011 from the following Ministries/Departments

S No.	Cadre
1	Agriculture & Coopeation
2	Civil Aviation
3	Coal
4	Commerce
5	Corporate Affairs
6	Culture
7	Environment & Forests
8	Expenditure
9	Fertilizer
10	Food & PD
11	Health & Family Welfare
12	MHA
13	Information & Broadcasting
14	Labour & Empowerment
15	Legal Affairs
16	Mines
17	DOPT
18	Petroleum & NG
19	Planning Commission
20	Posts
21	Power
22	RT&H
23	Rural Development
24	Science & Technology
25	Higher Education
26	Social Justice & Empowerment
27	Steel
28	Telecommunication
29	UPSC
30	Urban Development
31	Water Resources
32	Women & CD
33	Minority Affairs
34	Earth Sciences
35	Shipping