

No.11/1/2015-CS. II (B)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi-110 003
Dated: 27th March, 2015.

OFFICE MEMORANDUM

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

The undersigned is directed to refer to this Department's O.M. No. No.12/1/2011-CS.II (B) dated 9th February 2015 wherein a list of 380 officials was circulated. Compliance report was also sought from the cadre units with regard to the inclusion in the SL 2003(extended) of UDC grade. All the cadre units have given their report to effect that the officials have been included in SL 2003(extended) and stand promoted.

2. In this connection attention is invited to this Department's O.M. of even number dated 12.02.2015 whereby the promotion of UDCs to the grade of Assistant (ad-hoc) was made by this Department. Some more vacancies which remained unfilled are being filled up now. Since, it would take some more time to fill up the DR vacancies of CGLE 2013 and 2014, it has been decided to grant ad-hoc promotion to the grade of Assistants to those officials figuring in the list enclosed (**Annexure-I**). All the Cadre Units are requested to issue promotion orders of UDCs figuring in the list, subject to their fitness and clearance from vigilance angle. To the extent the vacancies are available in the individual cadre units, ad-hoc appointees shall continue to work in the same cadre unit. In case there are no vacancies to accommodate the ad-hoc appointees, such of these officials shall be re-deployed by this Division to other cadre units where there are surplus vacancies. This ad-hoc promotion would be initially for a period up to 30-06-2015 or until further orders or till regular Assistants become available through the normal mode of recruitment as prescribed under the CSS Rules, whichever is earlier.

3. The above category of officials may be promoted / appointed as Assistants on ad-hoc basis, after assessing their suitability for promotion by screening the records (APARs) of the officials after ensuring that these officials are clear from the vigilance angle. 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 Assistant Grade of CSS;

(ii) Ad-hoc appointments may be terminated at any point of time without giving any reason therefore;

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(iii) The appointment on ad-hoc basis will take effect from the date of taking over charge of the post of Assistant of CSS.

(iv) The ad-hoc appointees would attend and qualify the mandatory training as and when nominated by CS.I (Training) Section of this Department, (if not already done), failing which they shall have no claim for inclusion in the regular select list of Assistant.

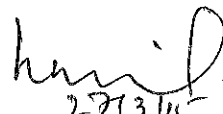
4. The willingness of the officials on deputation as to whether they are willing to revert back to the cadre with a view to avail of the promotion will be obtained by the Ministry/Department from where the officials(s) have proceeded on deputation.

5. **Procedure regarding deployment of surplus officials:-**

A cadre unit consists of sub-cadre units as well. Choices of the UDCs of the sub-cadre who are to be promoted as Assistant may be obtained and deployed in the cadre units/sub-cadre units. For example, if 10 UDCs are covered in the list who are to be promoted as Assistant and only 6 posts are available in the cadre unit and sub-cadre unit put together, the 6 ad-hoc Assistants (Senior most) shall be allotted as per their choices and the details of the remaining 4 officials (Junior most) along with their preferences shall be sent to CS.II Division for their onward deployment in those cadre units where there are surplus vacancies. **The DPC proceedings and the promotion of the officials as Ad-hoc Assistants in the manner as indicated above shall be completed as quickly as possible and in no case later than 06.04.2015.** The details of the surplus officials who could not be accommodated in the cadre unit/sub-cadre unit be sent to CS.II Division before **06.04.2015** positively.

6. All the cadre units are requested to take necessary action and the whole process be completed on top priority basis **by 10.04.2015**. A copy of the appointment order may be endorsed to this Department. A report indicating the name and details of the UDCs who have been appointed/promoted to the post of Assistant on ad-hoc basis as well as those who have not been found fit, with reasons therefor, may be sent to this Department **by 10th April, 2015** in the prescribed proforma enclosed(Annexure-II).

Encl: Proforma


27/3/15
(Kameshwar Mishra)

Under Secretary to the Government of India

Tele No.24623157

To

All Ministries/Departments

Extended Select List-2003

S.No.	CSL No	Name of the official	DOB	Cat	Cadre in which working
1	1553	Sunder Singh	05.05.1957	SC	Labour
2	1554	Pramod Kumar Singh	08.12.1969	Gen.	Labour
3	1555	Mukesh Kumar Sihna	19.06.1973	Gen.	MSME
4	1556	Bachan Singh Sajwan	10.09.1963	Gen.	MSME
5	1557	Dhananjay Kumar	05.01.1971	OBC	MSME
6	1558	Ranvir Singh	28.08.1962	SC	MSME
7	1559	Jagat Singh	15.10.1963	OBC	MSME
8	1561	Mukesh Kumar Sharma	06.04.1962	Gen.	Posts
9	1562	Manjusha Bhat	25.08.1972	Gen.	Labour
10	1563	Anju Gupta	15.08.1970	Gen.	Labour
11	1564	Versha Rani	02.05.1971	Gen.	Labour
12	1565	Babu Ram	05.06.1958	Gen.	MSME
13	1566	Prakash Chand	04.01.1956	SC	MSME
14	1567	Prakash Chander	05.02.1957	Gen.	Agri. & Coop.
15	1568	Mukhtiar Singh	10.03.1960	Gen.	Agri. & Coop.
16	1569	Gopal Singh Bisht	02.07.1959	Gen.	Power
17	1570	Surender Kumar	10.03.1960	Gen.	Power
18	1572	Ramesh Chand	01.01.1958	SC	Supply
19	1574	Pratap Singh	15.06.1960	OBC	Supply
20	1575	Jasbir Singh	21.05.1970	SC	Home Affairs
21	1576	V.K. Chaudhary	05.04.1971	Gen.	Earth Sciences
22	1578	Attar Singh	08.04.1955	Gen.	Supply
23	1580	Ravindra Gupta	17.03.1972	Gen.	Supply
24	1581	Ram Suwarath Verma	08.04.1967	SC	Supply
25	1582	Ram Kishan	01.01.1957	SC	Supply
26	1583	Udaibir Singh	15.04.1960	Gen.	Supply
27	1584	Surjan Singh Rawat	15.11.1955	Gen.	Telecom.
28	1585	Rajender Prasad	01.01.1966	SC	Telecom.
29	1586	Jitendra Kumar	15.08.1973	Gen.	IP&P
30	1588	Ashok Kumar Yadav	26.11.1972	Gen.	WCD
31	1590	Jawahar Lal	04.06.1963	Gen.	Agri. & Coop.
32	1591	Yash Pal Singh	02.07.1959	Gen.	Agri. & Coop.
33	1592	Satvir Singh	01.02.1958	Gen.	Home Affairs
34	1593	Mohan Lal	05.07.1958	SC/PH	Home Affairs
35	1594	Sunil Kumar	15.05.1971	Gen.	Home Affairs
36	1595	Jai Chand	01.01.1957	Gen.	Water Res.
37	1596	Bhim Singh Gusain	05.09.1956	Gen.	Water Res.
38	1597	Rekha Sah	02.06.1975	Gen.	Water Res.

39	1598	Hari Narayan P	30.07.1972	Gen.	Water Res.
40	1599	Suraj Kumar	11.12.1974	Gen.	Water Res.
41	1600	Gopal Chandra Das	30.06.1970	Gen.	Water Res.
42	1601	Vijay Singh	30.11.1967	Gen.	Power
43	1602	Bishan Kumar	01.01.1959	SC	Power
44	1603	Suresh Pal Singh	15.07.1958	SC	Power
45	1604	Ishwar Das	22.02.1959	SC	Power
46	1605	Narain	25.10.1969	Gen.	Power
47	1607	Rameshwar	01.03.1962	OBC	Home Affairs
48	1608	Ved Pal	13.10.1961	SC	Home Affairs
49	1609	Roshan Lal	29.08.1957	SC	Home Affairs
50	1610	Ram Pravesh Sharma	03.02.1970	Gen.	Home Affairs
51	1611	Baldev Singh Rawat	15.10.1959	Gen.	Home Affairs
52	1612	Deepak Kumar Choudhary	02.03.1969	OBC	Home Affairs
53	1613	Anand Bihari	01.07.1970	Gen.	Labour
54	1615	Jitender Kumar Singh	31.07.1971	OBC	Supply
55	1616	Sudhir Kumar Gupta	02.01.1963	Gen.	Supply
56	1620	Kaushalendra Kumar	15.01.1970	Gen.	Home Affairs
57	1622	Ashok Kumar	08.09.1974	Gen.	Water Res.
58	1623	Maney Kihore	16.04.1970	Gen.	Water Res.
59	1624	Vijay Kumar A.	29.09.1971	Gen.	Water Res.
60	1625	Raja Ram	17.02.1959	SC	Home Affairs
61	1626	Santosh Prasad	08.03.1970	Gen.	Earth Sciences
62	1628	Purshotam Lal	10.06.1955	Gen.	IP&P
63	1629	Puneet Mann	24.05.1975	Gen.	IP&P
64	1632	Pritam Singh	06.05.1958	SC	Power
65	1633	Phool Singh	13.05.1957	Gen.	Power
66	1634	Usha	08.12.1967	Gen.	Power
67	1635	Mahender Singh	04.03.1961	OBC	Legal Affairs
68	1636	Sanjay Kataria	23.03.1976	SC	Legal Affairs
69	1637	Shanti Sahay	12.02.1972	Gen.	Water Res.
70	1638	Chaturbhuj	14.10.1962	PH	Water Res.
71	1640	Devi Charan	01.01.1959	SC	Water Res.
72	1641	Satbir	06.05.1972	Gen.	Home Affairs
73	1642	Raj Kumar Sharma	08.09.1956	Gen.	Home Affairs
74	1643	Charanjeet Singh Bindra	30.09.1973	Gen.	Commerce
75	1644	Ashok Kumar	15.08.1959	Gen.	Commerce
76	1645	Prem Singh Rawat	13.11.1955	Gen.	Commerce
77	1646	Jagdish Chand	05.06.1957	Gen.	Consumer Affairs
78	1647	Salome Thomas	30.11.1956	Gen.	Defence
79	1650	S.K. Raghav	12.11.1969	SC	Urban Dev.
80	1651	Kavita Rani	10.07.1960	ST	Urban Dev.
81	1653	J.P. Singh	25.08.1972	OBC	Urban Dev.
82	1655	Dharamvir Singh	01.05.1963	Gen.	UPSC

83	1656	Jai Singh	01.08.1962	Gen.	UPSC
84	1657	Radhakant Dubey	19.04.1972	Gen.	UPSC
85	1658	Rajeev Khurana	22.06.1972	Gen.	UPSC
86	1659	Anju Jain	05.09.1972	Gen.	UPSC
87	1660	Rajender Kumar Verma	01.04.1964	Gen.	UPSC
88	1663	Om Prakash Sharma	30.10.1964	Gen.	UPSC
89	1664	Jai Pal	31.08.1967	SC	UPSC
90	1665	Seva Das	22.07.1962	SC	UPSC
91	1666	Bhagwan Singh Rawat	10.11.1957	Gen.	UPSC
92	1667	Jaichandran M.K	22.11.1967	Gen.	SJ&E
93	1668	Meera Rani	23.09.1956	Gen.	Fertilizers
94	1669	Pradeep Kumar	16.11.1968	SC	Fertilizers
95	1670	S.P. Singh	04.06.1957	Gen.	Fertilizers
96	1671	R.K. Dass	15.03.1963	SC	Fertilizers
97	1672	Kailash Chand	01.04.1959	OBC	Fertilizers
98	1673	Braham Prakash	20.03.1965	Gen.	Fertilizers
99	1674	Laxman	01.08.1957	SC	Fertilizers
100	1675	Gopal Kumar Roy	03.12.1968	Gen.	Fertilizers
101	1676	Neelam Gupta	17.03.1974	Gen.	Fertilizers
102	1677	Poonam Kumari	30.05.1969	Gen.	Power
103	1678	Kiran Bala	28.08.1969	SC	Power
104	1679	Jai Dev Singh	29.05.1956	Gen.	Power
105	1680	B.S. Rawat	20.07.1965	Gen.	IP&P
106	1681	Narendra Kumar Pandey	31.07.1969	Gen.	Steel
107	1683	Surender Singh-II	01.11.1965	SC	WCD
108	1685	Suresh Chand Chhanpharia	04.08.1959	SC	Food & PD
109	1686	Vishwa Nath Prasad	11.07.1975	OBC	Power
110	1687	Arata Kumar Sahu	12.05.1971	Gen.	Power
111	1688	Bhagwan Singh	04.10.1959	Gen.	Niti Aayog
112	1689	Pradeep Kumar	01.04.1955	Gen.	Urban Dev.
113	1690	Durga Prasad	15.06.1961	SC	Coal
114	1692	Banshi Dhar	15.05.1960	Gen.	Commerce
115	1693	Sushil Kumar Tikedar	08.06.1965	Gen.	Home Affairs
116	1694	Suman Kumar	16.07.1969	OBC	Steel
117	1695	Bhanu Singh Negi	09.12.1969	Gen.	Home Affairs
118	1696	Kishan Ram	01.01.1959	SC	Power
119	1697	Prabhat Mohan Thakur	03.01.1970	Gen.	Power
120	1699	Hari Singh	12.09.1959	Gen.	Home Affairs
121	1700	Prabir Mukherjee	25.10.1969	Gen.	Commerce
122	1701	Vikram Singh Rawat	03.01.1957	Gen.	Home Affairs
123	1703	Krishan Pal	01.01.1957	SC	Water Res.
124	1706	Rajinder Singh	01.10.1957	Gen.	Agri. & Coop.
125	1707	Treesa Tomy	18.10.1969	Gen.	Commerce
126	1708	Durga Ram	13.10.1962	Gen.	Home Affairs

127	1709	Tamanna Sehgal	09.11.0989	gen.	Env. & Forests
128	1710	Satya Paul	25.12.1961	Gen.	I&B
129	1711	Anoop Kumar	11.11.1965	Gen.	Health & FW
130	1713	Devi Dutt	25.10.1955	Gen.	Health & FW
131	1714	Anup Kumar Dubey	09.01.1973	Gen.	Health & FW
132	1715	Krishan Chander	14.10.1973	Gen.	RT&H
133	1716	Sanjay Kumar Jha	05.01.1974	Gen.	Home Affairs
134	1717	Smita Srivastava	04.10.1974	Gen.	Shipping
135	1718	Binoda Nand Thakur	27.12.1974	Gen.	Home Affairs
136	1719	Naresh Kumar	03.08.1968	Gen.	RT&H
137	1720	Niraj Kumar	20.05.1969	Gen.	RT&H
138	1721	Naresh Kumar -I	15.06.1960	SC	UPSC
139	1722	Surender Kumar -IV	01.11.1956	Gen.	UPSC
140	1723	Poonam Mishra	10.07.1969	Gen.	UPSC
141	1728	Satya Prakash	10.11.1969	SC	Urban Dev.
142	1729	Vijay Pal Singh	02.07.60	SC	Mines
143	1732	Surender Singh	12.04.1957	Gen.	Water Res.
144	1733	Virender Kumar	09.12.1960	Gen.	Water Res.
145	1735	Bhimrao P.Somkumar	06.05.1968	SC	SJ&E
146	1737	Raju	10.09.1965	SC	Agri. & Coop.

Proforma to be furnished by Cadre Units after conduct of DPC

Sl.No.	Name & Date of Birth	Whether was already working as Assistant on Ad-hoc basis	Whether promoted in pursuant to orders contained in this O.M.	Date of promotion	Whether SC/ST/UR	Remarks*, @

*Reason for non promotion like not found fit/on leave/Deputation/Suspension/Vigilance case/Lack of vacancy etc.

@Also furnish details with regard to qualifying the training programme under Cadre Training Plan (CTP).

All the above details have also been updated in the web management system.

**(Under Secretary)
(Admn)**