No.5/3/2018-CS-II(C)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
(CS-II Division)

3rd floor, Lok Nayak Bhawan Khan Market, New Delhi-110003 Dated: 22nd October, 2018

OFFICE MEMORANDUM

Subject: Fixation of 'range of seniority' for promotion of Steno Grade 'D' of CSSS to the PA Grade of CSSS (Under Seniority Quota) for the Select List Year 2017 -reg.

The undersigned is directed to say that it has been decided to fix the 'range of seniority' (zone of promotion) for making additions to the Select List of PA Grade (Seniority Quota) of CSSS for the **Select List Year 2017** as follows:

UR/SC/ST	All unabsorbed and eligible Stenos Grade 'D' of the previous zones
category	and Stenos Grade 'D' upto the Select List Year 2006 upto CSL No.
	2205 and CSL No. 2283.

- 2. All the cadre units are requested to initiate immediate action to conduct the DPCs at the earliest after following the requisite formalities viz. vigilance clearance etc. in respect of all officials covered within zone specified above.
- 3. This Department will issue consolidated promotion orders of all eligible Steno Grade 'D' covered under the zone specified above. Accordingly, cadre units are requested to forward the following information latest by **05.11.2018**:
 - (i) The recommendations of the DPC
 - (ii) Vigilance Clearance in respect of all eligible officers working in the cadre units.
- 4. The above information may be furnished to this Department in the given **Annexures I, II, III & IV** latest by **05.11.2018** immediately.
- 5. Before forwarding the data, it may be ensured that the data of the officials concerned has been updated on the Web based Cadre Management System.

Encl: As above.

(Chirabrata Sarkar)

Under Secretary to the Govt. of India

Tele-fax: 24623157

To

The Under Secretary (Admn.) of all Cadre Units of CSSS.

ANNEXURE-I TO O.M. NO. 5/3/2018-CS-II(C) DATED 22. 10.2018

NAME OF THE CADRE UNIT:

PARTICULARS OF STENO GRADE 'D' BELONGING TO UNRESERVED CATEGORY IN THE ORDER OF THE CSL NUMBER FOR INCLUSION IN THE SELECT LIST YEAR 2017 (SENIORITY QUOTA) OF PA GRADE OF CSSS.

SL. No.	Name	Date of Birth	Select List year of Steno Grade 'D'	CSL No. of Steno Gr. 'D'	Whether considered suitable for inclusion in the Select List of PA	Whether clear from Vigilance angle	Parent Cadre of transferred Officer(s), wherever applicable
1	2	3	4	5	6.	7.	8.
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	Visit III						

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Signature	Ωf	Under	Secretary	(Admn)
Signature	UI	Olluci	Secretary	(Aumm.)

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ANNEXURE-II TO O.M. NO. 5/3/2018-CS-II(C) DATED 22.10.2018

NAME OF THE CADRE UNIT:

PARTICULARS OF STENO GRADE 'D' BELONGING TO SC CATEGORY IN THE ORDER OF THE CSL NUMBER FOR INCLUSION IN THE SELECT LIST YEAR 2017 (SENIORITY QUOTA) OF PA GRADE OF CSSS.

SL.	Name	Date	Select	CSL	Whether	Whether	Parent
No.		of	List	No. of	considered	clear	Cadre of
' • •		Birth	year of	Steno	suitable	from	transferred
		Duui	-		for	Vigilance	Officer(s),
			Steno	Gr. 'D'			wherever
			Grade		inclusion	angle	
			'D'		in the		applicable
					Select List		
			÷		of PA		
1	2	3	4	5	6.	7.	8.
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Name:

ANNEXURE-III TO O.M. NO. 5/3/2018-CS-II(C) DATED 22.10.2018

NAME OF THE CADRE UNIT:

PARTICULARS OF STENO GRADE 'D' BELONGING TO ST CATEGORY IN THE ORDER OF THE CSL NUMBER FOR INCLUSION IN THE SELECT LIST YEAR 2017(SENIORITY QUOTA) OF PA GRADE OF CSSS.

		·) A 25	NATI (I	Danas Cada
SL. No.	Name	Date of Birth	Select List year of Steno Grade 'D'	CSL No. of Steno Gr. 'D'	Whether considered suitable for inclusion in the Select List	Whether clear from Vigilance angle	Parent Cadre of transferred Officer(s), wherever applicable
1	2	3	4	5	6.	7.	8.

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Signature of Under	Secretary	(Admn.)
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Name:

ANNEXURE-IV TO O.M. NO. 5/3/2018-CS-II(C) DATED 22.10.2018 NAME OF THE CADRE UNIT:

LIST OF OFFICERS FIGURING IN THE ZONE WHO HAVE ALREADY BEEN PROMOTED/DEBARRED THROUGH EARLIER SELECT LISTS

Name	Date of Birth	Select List year of Steno Grade 'D'	CSL No. of Steno Gr. 'D'	Whether promoted/debarred	Promoted through LDCE or seniority in SL year	If debarred, the SL year for which promoted
2	3		5	6	7	8.
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			1			
				-	-	
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			<u> </u>	-		
	2	Birth 2 3	Birth List year of Steno Grade 'D'	Birth List year of Steno Gr. 'D' 2 3 4 5	Birth List year of Steno Grade 'D' 2 3 4 5 6.	Birth List year of Steno Gr. 'D' debarred LDCE or seniority in SL year

Signature	of	Under	Secretary	(Admn.)
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Name:

ANNEXURE-V TO O.M. NO. 5/3/2018-CS-II(C) DATED 22. 10.2018

NAME OF THE CADRE UNIT:

VACANCY POSITION OF PAS AS ON DATE OF FILLING UP OF ANNEXURE

S.No.	Sanctioned strength of PA Grade	Actual no. of PA	vacancy

Details of Steno 'D' who are transferred out on their regular promotion as PA but yet to be relieved by the Cadre Unit

S.No.	Name	SL year	CSL No.	Reasons for non-relieving
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				- mgmm

Signature of Under Secretary (Admn.)

Name: Stamp:

ANNEXURE-VI TO O.M. NO. 5/3/2018-CS-II(C) DATED 22. 10.2018

PERSONAL INFORMATION FOR OPTIONS FOR POSTING TO BE FILLED BY THE CONCERNED OFFICIAL

CSL NUMBER:

1.	Name	
2.	Designation	
3.	Date of Birth	
4.	Present Cadre Unit with office address	
5.	Name/Designation/Contact No. of the officer with whom posted at present	
6.	Parent Cadre Unit – where joined as Steno Grade 'D'	
· 7.	Contact No./Mobile No.	
8.	Educational Qualification	
9.	Residential Address	
10.	Whether successfully completed Level-I Training? If yes, the period of the training may be indicated	
11.	Details of posting with Secretary, if any	

12. Previous posting(s)

Grade	Cadre Unit		Period		No. of Years
		-	From	То	
Steno 'D'					
Ad-hoc					,
PA					

13. Preferences for posting without repetition (with reasons thereon)

S.No.	Cadre Unit	Reason(s)
(i)		
(ii)		
(iii)		

Signature Name of official:

Signature of US (Admn.) Name Stamp