

F.No. 7/5/2019-CS.I(A)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
(Department of Personnel & Training)

2<sup>nd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi,  
Dated the 5<sup>th</sup> July, 2019

**OFFICE MEMORANDUM**

**Subject: Collection of vacancy position in the Grade of ASOs as on 01.07.2019-Reg.**

Reference is invited to this Department's O.M No. 7/7/2017 CS-I(A) dated 20.03.19 on the above subject. Though the information was received from some Ministries/Departments, it was not complete or not in the desired format.

2. All the Cadre Units are, therefore, requested to furnish the requested information in the prescribed format as per the enclosed Annexure. This information may also be sent in MS Excel format on e-mail ( **vinay.kumar.dopt@nic.in** ). While furnishing the vacancy position, the following points may be noted:

- i. No. of ASOs adjusted against the vacant SO post w.r.t. this Department's O.M. No. 7/19/2017-CS.I(A) dated 17<sup>th</sup> July, 2018, should also be included in the strength of ASO.
- ii. No. of ASOs on long leave/deputation/EOL etc. and who are not likely to return till 31.12.19 may also be included in the strength of ASO.
- iii. ASOs who have been promoted as SO on ad-hoc basis, based on screening committee's recommendations pursuant to OM dated 14.06.2019, should not be included in the strength of ASO.

3. The above information may be furnished before **12.07.2019** to CS-I Division **COMPULSORILY**.

  
(George D. Toppo)

Under Secretary to the Govt. of India  
Tele No. 24642705

To,

All Ministries/Department participating in CSS cadre  
(Under Secretary (Admn./Estt.))

**Annexure**

**Vacancy position in the Grade of ASO as on 01.07.2019**

**Name of the Main Cadre Unit:-**

Sub Cadre Unit; if any:-

- 1.
- 2.
- 3.

| Grade | Sanctioned Strength | In Position as on 01.07.2019 |    |        |       | Vacancies as on 01.07.2019 |
|-------|---------------------|------------------------------|----|--------|-------|----------------------------|
|       |                     | Regular                      |    | Ad-hoc | Total |                            |
|       |                     | DR                           | SQ |        |       |                            |
|       |                     |                              |    |        |       |                            |

ASOs in position as on 01.07.2019

2. ASOs (DR)

| Sl. No. | Name | Date of Birth(DOB) | DR( requirement Year) |
|---------|------|--------------------|-----------------------|
|         |      |                    |                       |

3. ASOs (SL)

| Sl. No | Name | Date of Birth (DOB) | SL Year |
|--------|------|---------------------|---------|
|        |      |                     |         |

4. ASOs (Ad-hoc)

| Sl. No. | Name | Date of Birth (DOB) | UDC Select Year |
|---------|------|---------------------|-----------------|
|         |      |                     |                 |

4. In case the no. of ASOs are more than the Sanctioned Strength, the same may be indicted as below:-

| No. of ASOs more than Sanctioned Strength, if any. | Reason for the same |
|----------------------------------------------------|---------------------|
|                                                    |                     |

5. ASOs on Long Leave/ Deputation/EOL/ Long term training

| SL. No. | Name | Date of Birth(DOB) | Period of Deputation/Long Leave/EOL(From) | Date likely to be returned from Deputation/Long Leave/EOL |
|---------|------|--------------------|-------------------------------------------|-----------------------------------------------------------|
|         |      |                    |                                           |                                                           |