

No.4/2/2015-CS-I(D)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel & Training)

Lok Nayak Bhawan, New Delhi -110003
Dated the 09th December, 2015.

OFFICE MEMORANDUM

Subject: Promotion of Grade-I (Under Secretary) officers of CSS to the Selection Grade (Deputy Secretary) on ad-hoc basis - Furnishing of personal information thereof.

The undersigned is directed to say that promotions of officers of Grade-I (Under Secretary) of CSS to the Selection Grade (Deputy Secretary) on ad-hoc basis are likely to be made shortly.

2. Officers are aware that options are sought from CSS officers in keeping with the RTP circulated vide this Department's OM No.21/2/2009-CS-I(P) dated 16.07.2015.

3. The list of brief details of officers who are likely to be considered for promotion/posting is at **Annexure-I**. Information relating to vacancies in DS/Director grade of CSS as on 09.12.2015 is at **Annexure-II**.

4. The officers excluding those who are to be retained as per revised policy are requested to exercise their option for posting in the Ministries/ Departments in the other Group latest by 11.12.2015 in the format at **Annexure-III** to Under Secretary, CS-I (D), Department of Personnel and Training through e-mail (uscsoned@gmail.com) and through fax number given below. Hard copies of the same may also be furnished immediately. If option is not received by 11.12.2015, it will be presumed that the officer has no specific choice and posting will be decided by the Placement Committee accordingly.



(Biswajit Banerjee)

Under Secretary to the Government of India
Telefax: 24629413

To

1. Officers listed at Annex.I

Officers likely to be promoted to the Grade of DS on ad-hoc basis

No	CSL No.	Name of the officer (S/Shri/Ms.)	Date of Birth	Present Min/ Deptt/ Office/Gr.	Posted continuously since	Remarks
1	6561	Kimkamlhing Sitalu	03.01.1966	Defence (A)	05.02.2010	Choice required either from Gr. A or from Gr.B
2	6563	Sunita Beck	13.06.1957	NITI Aayog (B)	11.07.2008	Choice required from Gr. A
3	5649	Rajesh Sharma	21.07.1960	Women & Child Dev (A)	16.07.2007	Choice required either from Gr. A or from Gr.B



Vacancies in DS/Director grade as on 09.12.2015

Sno	Ministry/Deptt	Group	Total Vacancy	Retenion case	Net Vacancy
1	MHA	A	1	0	1
2	UPSC	A	1	0	1
3	Legislative Deptt.	A	1	0	1
4	Science & Tech.	A	1	0	1
5	Environment & Forests	B	1	0	1
6	Overseas Ind. Affairs	B	1	0	1
7	Commerce	A	1	0	1
8	Tourism	B	1	0	1
9	Power	B	1	0	1
10	Revenue	B	1	0	1
11	Mines	B	1	0	1
12	Telecom	B	1	0	1
13	Urban Development	B	1	0	1

Note: Vacancy postion given above is tentative and subject to change



PERSONAL INFORMATION

1	Name	
2	CSL No.	
3	Designation	
4	Date of Birth	
5	Present Ministry/Department	
6	Personal contact Number	
7	Educational Qualification	

8. Experience (including deputation details)

Designation (since joining Govt service)	Ministry/Deptt/Orgn (including deputation details)	From (DD-MM-YY)	To (DD-MM-YY)

Note: The information furnished in the format should tally with the information available in the web based cadre management system. If the information in the web based cadre management system is not up to date, it should first be updated/corrected before submitting the form.

9. Preference for posting (Maximum three choices)

S.No.	Ministry/Deptt	Reasons
i		
ii		
iii		

Certified that I have verified the data in respect of me in the web based cadre management system and the data available therein is correct and up to date.

Date:

(Signature of the officer)