

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

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi – 03.
Dated: 3rd February, 2016.

Office Memorandum

Subject:- Promotion of Senior Secretariat Assistants (erstwhile UDCs) of Central Secretariat Clerical Services (CSCS) to the Assistant Section Officer (erstwhile Assistant) of Central Secretariat Service (CSS) on ad-hoc basis.

The undersigned is directed to refer to this Department's O.M. of even number dated 8th December, 2015 & subsequent reminders dated 17th December, 2015 and 5th January, 2016 on the subject mentioned above and to say that, so far, a few cadre units have not furnished the requisite information to this Department.

2. The cadre units who have not furnished the requisite information or have furnished part information (as shown in the Annexure) are requested to furnish the requisite information to this Department immediately, but not later than 15-02-2016.

Encl: As above.


(Rajesh Sarawat)
Under Secretary to the Govt. of India
Tel No. 24654020

To,

All the participating cadre units of CSCS.
(As per Annexure)

Annexure to DoPT's O.M. No. 11/1/2015-CS.II(B) dated 3rd February, 2016

S.No	Ministry / Department	Promotion Order received or not	Proforma received or not
1	Agri. & Coop.	YES	YES
2	Civil Aviation	YES	YES
3	Coal	NIL	NIL
4	Commerce	YES	NO
5	Corporate Affairs	YES	YES
6	Consumer Affairs	NO	NO
7	Culture	YES	YES
8	Defence	YES	YES
9	DoP&T	PART	NO
10	Earth Science	NIL	NIL
11	Env. & Forests	YES	YES
12	Expenditure	YES	YES
13	Fertilisers	YES	YES
14	Food & PD	YES	NO
15	Health & FW	YES	YES
16	Home Affairs	YES	NO
17	HRD	YES	YES
18	I&B	YES	YES
19	IP&P	YES	YES
20	Labour	YES	YES
21	Legal Affairs	YES	YES
22	Niti Aayog	NIL	NIL
23	MSME	YES	YES
24	Mines	YES	YES
25	Minority Affairs	NIL	NIL
26	P&NG	NIL	NIL
27	Posts	YES	YES
28	Power	YES	YES
29	RT&H	YES	YES
30	Rural Dev.	YES	YES
31	S&T	YES	YES
32	Shipping	NO	NO
33	SJ&E	NO	NO
34	Steel	YES	NO
35	Supply	YES	YES
36	Telecom	YES	YES
37	UPSC	YES	YES
38	Urban Dev.	YES	YES
39	Water Res.	YES	YES
40	Women & Child Development	NO	NO
41	Youth Affairs & Sports	YES	YES