No.4/11/2015-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 22nd February , 2016

OFFICE MEMORANDUM

Subject: Promotion of Grade-I (Under Secretary) officers of CSS to the Selection Grade (DeputySecretary) 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. The officers who are to be considered for promotion/posting is at **Annexure-I.** Details of vacancies in DS/Director grade of CSS is at **Annexure-II.**

3. The officers may exercise their choices **as per RTP** latest by 23.02.2016 in the format at Annexure-III. The options should be furnished to Under Secretary, CS-I (D), Department of Personnel and Training through e-mail (uscsoned@gmail.com). If option is not received from the officers who are in the cadre by 23.02.2016, it will be presumed that the officer concerned has no specific choice and posting will be decided by the Placement Committee accordingly. In case the officers who are on depuation do not furnish their choices by the stipulated time, it will be presumed that they are not willing to repatriate to the cadre to avail ad-hoc promotion and their names will be considered in future only on receipt of written communication conveying their willingness to repatriate to the cadre to avail promotion.

4. The officers before submission of options should ensure that data in their respect is complete and update in the web based cadre management system (cscms.nic.in). If the data is not complete it should be first got updated before submission of option.

(V. Srinivasaragavan)
Under Secretary to the Government of India
Telefax: 24629413

To

1. Officers listed at Annex.I

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	5752	S.K.Mohanty	20.04.1958	Food Processing Ind.(B)	20.07.07	Choice required from Gr. A
2	5753	Rajesh Kumar	05.01.1964	Urban Development (B)	31.07.07	Choice required from Gr. A
3	5755	Suman Chatterjee	28.08.1963	Home (A)	01.07.14	Choice required either from Gr. A or Gr.B
4	5756	Malathy Narayanan	14.06.1961	On dep. to DRT from M/o- Defence (A)	M/o- Defence-26.07.07 to 14.07.14	Choice required either from Gr. A or Gr.B
5	5757	Rajesh Gupta	21.08.1965	UPSC (A)	12.07.07	Choice required either from Gr. A or Gr.B
6	5759	Dinesh Kumar Rana	03.10.1964	ARPG (A)	01.07.14	Choice required either from Gr. A or Gr.B
7	5760	M.K.Bhardwaj	06.07.1960	Home (A)	28.04.08	Choice required either from Gr. A or Gr.B
8	5763	Archana Varma	27.06.1965	Defence (A)	12.07.07	Choice required either from Gr. A or Gr.B
9	5765	Y.S.Awana	25.12.1963	Defence (A)	10.07.07	Choice required either from Gr. A or Gr.B
10	5766	Som Dutt Sharma	09.08.1959	Ayush (A)	24.07.07	Choice required either from Gr. A or Gr.B
11	5771	Kusum Bhardwaj	31.08.1965	Economic Affairs (B)	01.07.14	**Retention case**
12	5772	Neera Sharma	06.07.1961	UPSC (A)	12.07.07	Choice required either from Gr. A or Gr.B
13	5773	Arun Kumar Kailoo	13.01.1964	Defence (A)	30.07.07	Choice required either from Gr. A or Gr.B
14.	5774	Manisha Bhatnagar	04.10.1961	DOPT (A)	19.08.14	Choice required either from Gr. A or Gr.B

Annex.II

Tentative vacancies in DS/Director Grade of CSS as on 01.03.2016

Sno	Ministry/Deptt	Group	Total Vacancy	Retention case	Net Vacancy
1	Disinvestment	A	1	0	1
2	Defence	A	1	0	1
3	Statistics & P.I.	A	1	0	1
4	UPSC	A	2	0	2
5	HRD	B	1	0	1
6	Chem. & Petro Chem.	B	1	0	1
7	RTH	B	1	0	1
8	Civil Aviation	B	1	0	1
9	Urban Development	B	1	0	1
10	NITI Aayog	B	1	0	1
11	Consumer Affairs	B	1	0	1
12	Power	B	1	0	1
13	Economic Affairs	B	1	1	0

Annexure-III

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)

9. Preference for posting (Maximum three choices)

S.No.	Ministry/Deptt	Reasons
i		
ii		
iii		

(Signature of the officer)

Date: