

**No.12/4/2016-CS.II(B)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training**

**3rd Floor, Lok Nayak Bhawan
Khan Market, New Delhi-110003
Dated: 5th July, 2016**

OFFICE MEMORANDUM

Subject:-Zone of consideration for inclusion in the Select List of Sr. Secretariat Assistants of CSCS for the Select List-2015 against Seniority Quota-reg.

The undersigned is directed to refer to this Department's OM of even number dated 17th June, 2016 vide which the zone for the Select List Year-2015 in the grade of Senior Secretariat Assistant was issued and directions were given to all cadre units to abolish all the vacant posts after conducting DPC for SL-2015(SQ) and leaving slots for UD Grade Limited Departmental Examination Quota for the year 2015 in the grade of SSA. As on date only 3 cadre units have forwarded the requisite information to this Division.

2. The remaining cadre units are once again requested to send the requisite information (Annexure) latest by **15th July, 2016** positively so that this Division may be able to finalize the SL-2015. Please note that the period of ad-hoc appointment of the Junior Secretariat Assistants (JSA) of CSCS who are working as Senior Secretariat Assistants (SSAs) of CSCS on ad-hoc basis has been extended upto 31.07.2016 or till they are appointed on regular basis, whichever is earlier.

3. Cadre units are also requested to follow the following instruction while abolishing the vacant post after filling up of vacancies for the SL-2015:-

- (a) While taking present incumbency, SSA on regular basis as on 30.06.2016 should only be counted and not the incumbency of SSA who are working as ASO on ad-hoc basis.
- (b) Size of the SL-2015 should be (No. of officials to be included under Seniority Quota + 1/3 of Seniority Quota for UD Grade LDCE-2015).
- (c) If any official was not promoted due to various reasons i.e. ACR not available, Disciplinary proceedings pending etc. his slot for the SL-2004-2015 should also be kept vacant.


(Rajesh Sarawat)

**Under Secretary to the Govt. of India
Tel: 24654020**

To

**DS/DIR(Admin)
Participating cadre units of CSCS
(As per Annexure)**

ALL CADRE UNITS OF CSCS

TO,

1. **DS/DIR** (Admn.), D/o Agriculture & Cooperation, Krishi Bhavan, New Delhi.
2. **DS/DIR** (Admn.), M/o Civil Aviation, Rajiv Gandhi Bhavan, New Delhi.
3. **DS/DIR** (Admn.), M/o Coal, Shastri Bhavan, New Delhi.
4. **DS/DIR** (Admn.), M/o Commerce & Industry, Udyog Bhavan, New Delhi.
5. **DS/DIR** (Admn.), M/o Corporate Affairs, Shastri Bhavan, New Delhi.
6. **DS/DIR** (Admn.), D/o Consumer Affairs, Krishi Bhavan, New Delhi.
7. **DS/DIR** (Admn.), D/o Culture, Shastri Bhavan, New Delhi.
8. **DS/DIR** (Admn.), M/o Defence, B Wing, Sena Bhavan, New Delhi.
9. **DS/DIR** (Admn.), M/o Earth Sciences, Prithvi Bhavan, New Delhi.
10. **DS/DIR** (Admn.), M/o Environment, Forests & Climate Change, Indira Paryavaran Bhavan, New Delhi.
11. **DS/DIR** (Admn.), D/o Expenditure, North Block, New Delhi.
12. **DS/DIR** (Admn.), D/o Fertilizers, Shastri Bhavan, New Delhi.
13. **DS/DIR** (Admn.), M/o Health & Family Welfare, Nirman Bhavan, New Delhi.
14. **DS/DIR** (Admn.), M/o Home Affairs, North Block, New Delhi.
15. **DS/DIR** (Admn.), D/o Industrial Policy & Promotion, Udyog Bhavan, New Delhi.
16. **DS/DIR** (Admn.), M/o Information & Broadcasting, Shastri Bhavan, New Delhi.
17. **DS/DIR** (Admn.), M/o Labour & Employment, Shram Shakti Bhavan, New Delhi.
18. **DS/DIR** (Admn.), M/o MSME, Udyog Bhavan, New Delhi.
19. **DS/DIR** (Admn.), M/o Mines, Shastri Bhavan, New Delhi.
20. **DS/DIR** (Admn.) M/o Minority Affairs, CGO Complex, Lodhi Road, New Delhi
21. **DS/DIR** (Admn.), D/o Personnel & Training, North Block, New Delhi
22. **DS/DIR** (Admn.), M/o Petroleum & Natural Gas, Shastri Bhavan, New Delhi
23. **DS/DIR**(Admn.), NITI Aayog, Yojana Bhavan, Sansad Marg, New Delhi.
24. **ADG** (Admn.), D/o Posts, Dak Bhavan, Sansad Marg, New Delhi.
25. **DS/DIR** (Admn.), M/o Power, Shram Shakti Bhavan, New Delhi.
26. **DS/DIR** (Admn.), M/o Road, Transport & Highways, Transport Bhavan, New Delhi.
27. **DS/DIR** (Admn.), M/o Rural Development, Krishi Bhavan, New Delhi.
28. **DS/DIR** (Admn.), D/o Science & Technology, Technology Bhavan, New Delhi.
29. **DS/DIR** (Admn.), D/o Higher Education, Shastri Bhavan, New Delhi.
30. **DS/DIR** (Admn.), M/o Shipping, Transport Bhavan, New Delhi.
31. **DS/DIR** (Admn.), M/o Social Justice & Empowerment, Shastri Bhavan, New Delhi.
32. **DS/DIR** (Admn.), M/o Steel, Udyog Bhavan, New Delhi.
33. **DS/DIR** (Admn.), D/o Telecommunication, Sanchar Bhavan, New Delhi.
34. **DS/DIR** (Admn.), UPSC, Dholpur House, Shahjahan Road, New Delhi
35. **DS/DIR** (Admn.), M/o Urban Development, Nirman Bhavan, New Delhi.
36. **DS/DIR** (Admn.), M/o Water Resources, RD & GR, Shram Shakti Bhavan, New Delhi.
37. **DS/DIR** (Admn.), M/o Women & Child Development, Shastri Bhavan, New Delhi
38. **DS/DIR** (Admn.), M/o Youth Affairs & Sports, Shastri Bhavan