

No.12/2/2016-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: 9th March, 2016


OFFICE MEMORANDUM

Subject: - Preparation of Common Seniority List (CSL) in the Grade of UDC of CSCS for the Select List Year-2004 to 2014-reg.

The undersigned is directed to refer to this Division's O.M. of even number dated 14.01.2016 vide which cadre units were requested to prepare the Seniority List of UDC of CSCS for the Select List year 2004 to 2014 in terms of Rule 3 of Section 6 of the Central Secretariat Clerical Service (Preparation of Common Seniority Lists) Regulations, 1971.

2. As on date all the cadre units have submitted the seniority list of UDCs of CSCS for the Select List Year 2004-2014. However, from the information furnished by various Cadre Units, it is observed that few cadre units have not followed the zone prescribed by this Division's O.M. No. 12/1/2015-CS.II(B) dated 30.09.2015. A list of such officials is enclosed as **Annexure-I**.
3. In this context, it is stated that it was clarified to all the cadre units vide DoP&T's O.M. No. 12/1/2015-CS.II(B) dated 11.12.2015 that "If number of officials eligible for promotion are more than number of vacancies reported, they may be promoted as of now (if sufficient physical vacancies available as on date to accommodate them) as their juniors from subsequent Select List Year have been promoted. They will be adjusted by DoP&T by making allocations to deficient cadres on compilation of complete information from all cadre units." (Copy enclosed)
4. The Cadre Units are, therefore, requested to conduct review DPCs of such officials mentioned at Annexure-I latest by **18.03.2016** and send the action taken report to the undersigned so that Common Seniority List (CSL) 2004 to 2014 in the grade of UDCs may be finalized.
5. A copy of the information may also be e-mailed at sarawat.rajesh13@nic.in in MS-Word or MS-Excel form.

Encl: As above


(Rajesh Sarawat)
Unser Secretary to the Govt. of India
Tel-24654020

To,
DS/DIR(Admn.)
Participating cadre units of CSCS

Annexure-I

S. No	Name (Shri/Smt./Mrs)	Cadre	Select List Year of LDC	Mode	Date of Joining in Govt. Service	Select List Year of UDC given by Cadre Units	Select List as per Zone issued by DoP&T
1	M.M. Das	Agr. & Coop.	1998	CA	09.02.2001	2007	As he joined on 09.02.2001, he had completed 8 years of approved service on 09.02.2009 (09.02.2001 + 8 Years) and therefore should be included in SL-2009.
2	Nem Chand	Agr. & Coop.	1992	CA	14.02.1994	2004	Why was he not included 2003 (extended)?
3	Abhay Kumar	Commerce	1997	DR / DE - 2008	Not Required	2008	As per the zone prescribed by DoP&T, he should have been included in SL-2007. Pls. intimate the status of DPC.
4	Chandra Prakash	Commerce	1997	DR/DE-2008	Not Required	2008	As per the zone prescribed by DoP&T, he should have been included in SL-2007.
5	Arun Kumar	Corp. Affairs	1997	CA	07.10.1997	2010	As per the zone prescribed by DoP&T, he should have been included in SL-2007.
6	D.D. Mahato	Defence	1991	SQ	Not Required	2004	Why was he not included 2003 (extended)?
7	Ram Babu Kain	Defence	1997	SQ	Not Required	2008	As per the zone prescribed by DoP&T, he should have been included in SL-2007.
8	Pushpa Rani	Defence	2001	CA	24.09.2001	2012	As per the zone prescribed by DoP&T, he should have been included in SL-2011.
9	B.P. Pathak	Env. & Forest	1996	SQ	Not Required	2008	As per the zone prescribed by DoP&T, he should have been included in SL-2005.
10	Jitender Kumar	Env. & Forest	2005	DE	Not Required	2014	As per the zone prescribed by DoP&T, He should have been included in SL-2013.

11	Man Mohan	Env. & Forest	2000	SQ	Not Required	2011	As per the zone prescribed by DoP&T, he should have been included in SL-2010.
12	Rabindra Sah	Env. & Forest	2000	DE	Not Required	2011	As per the zone prescribed by DoP&T, he should have been included in SL-2010 under Seniority Quota.
13	Ajit Kumar Singh	Expenditure	1998	CA	18.09.2001	2010	Intimate the Pending Status
14	Rajiv Goel	Expenditure	2002	SQ	13.11.2006	2012	As per the zone prescribed by DoP&T, he should have been included in SL-2011.
16	Vijay Kr. Jha	Fertilizers	1995	SQ	Not Required	2009	As per the zone prescribed by DoP&T, he should have been included in SL-2004.
17	Peerdan	Health & FW	1993	SQ		2004	Why was he not included 2003 (extended)?
18	Surjit Singh Chawla	I&B	1996	CA	28.04.2000	2007	As he joined on 28.04.2000, he had completed 8 years of approved service on 26.04.2008(26.04.2000 + 8 years) and therefore, should be included in SL-2008.
19	Sonia	Labour & Emp.	1999	CA	05.07.1999	2007	As per the zone prescribed by DoP&T, he should have been included in SL-2009.
20	Suresh Kumar	Labour & Emp.	2000	CA	25.01.2005	2010	As he joined on 25.01.2005, he will complete 8 years of approved service on 25.01.2013 (25.01.2005 + 8 Years) and therefore should be included in SL-2013.
21	Balwan Singh	MHA	1991	SQ	Not Required	2008	Why was he not included 2003 (extended)?
22	Bhopal Singh	MHA	2005	SQ	Not Required	2014	As per the zone prescribed by DoP&T, he should have been included in SL-2013.
23	Durgesh Prasad Singh	MHA	1999	SQ	Not Required	2005	As per the zone prescribed by DoP&T, he should have been included in SL-2009.

24	Mohinder Kumar	MHA	2005	SQ	Not Required	2014	As per the zone prescribed by DoP&T, he should have been included in SL-2013.
25	Om Prakash Meena	MHA	2005	SQ	Not Required	2014	As per the zone prescribed by DoP&T, he should have been included in SL-2013.
26	Rajender Prasad	MHA	1995			NIL	Why was he not included in the Select List?
27	Raju Prasad	MHA	2005	SQ	Not Required	2014	As per the zone prescribed by DoP&T, he should have been included in SL-2013.
28	Rohatsh Singh	MHA	1996	SQ	Not Required	NIL	Why was DPC not conducted?
29	Satish Kumar	MHA	1991	SQ	Not Required	2008	Why was he not included 2003 (extended)?
30	Vijay Singh	MHA	1993	SQ	Not Required	2004	Why was he not included 2003 (extended)?
31	Braham Prakash	Mines	1995	SQ	Not Required	2005	As per the zone prescribed by DoP&T, he should have been included in SL-2004.
32	Inderjit Virmani	Power	1984	CA	10.05.1984	2010	Why was he not included 2003 (extended) or before 2003 (Extended)?
33	Jinny Bhardwaj	Power	1996	CA	15.11.1996	2006	As per the zone prescribed by DoP&T, he should have been included in SL-2005.
34	Ramesh Kumar-II	Power	1999	CA	08.04.2002	2009	As he joined on 08.04.2002, he had completed 8 years of approved service on 08.04.2010 (08.04.2002 + 8 Years) and therefore, should be included in SL-2010.
35	Sanjeev Kumar Babra	Power	1998	CA	03.02.2000	2007	As he joined on 03.02.2000, he completed 8 years of approved service on 03.02.2008 (03.02.2000 + 8 Years) and therefore, should be included in SL-2008.

36	Sheela Devi	Power	1995	CA	18.07.1996	2004	As he joined on 18.07.1996, he had completed 8 years of approved service on 18.07.2004 (18.07.1996 + 8 Years) and therefore should be included in SL-2005 because target date is 01.07.2004 for inclusion in SL-2004.
37	Yogender Pratap Singh	Power	1996	CA	18.09.1997	2005	As he joined on 18.09.1997, he completed 8 years of approved service on 18.09.2005 (18.09.1997 + 8 Years) and therefore should be included in SL-2006 because target date is 01.07.2005 for inclusion in SL 2005.
38	T.K. Vasan	Power	1994	SQ	Not Required	2007	As per the zone prescribed by DoP&T, he should have been included in SL-2004, as he has passed typing test prior to conduct of DPC for SL-2004 in terms of DoP&T's O.M. No. 12/3/93-CS.II dated the 28th /29th December, 1994 (Copy enclosed)
39	Amit	RT&H	2006	CA	04.05.2009	2014	He should not be included in any zone prescribed by DoP&T. As he joined on 04.05.2009, he will complete 8 years of approved service on 04.05.2017 (04.05.2009 + 8 Years) for which zone has not been prescribed and his name should be deleted.
40	Mahavir Prasad	RT&H	1991	CA	31.01.1991	2006	Why was he not included. 2003 (extended)?
41	Prem Kumar	RT&H	1997	CA	21.04.1997	2008	As per the zone prescribed by DoP&T, he should have been included in SL-2009.
42	Nidhi Seth	Shipping	1997	CA	28.11.1997	2005	His Select List should be 2007 as the zone prescribed for DR LDC of SL-1997 has been given SL-2007.

43	Rahul Jain	Shipping	1996	CA	30.07.1996	2004	His Select List should be 2005 as the zone prescribed for DR LDC of SL-1996 has been given SL-2005.
44	Pushpa Joshi	Telecom	2004	CA	03.05.2005	2012	As he joined on 03.05.2005, he had completed 8 years of approved service on 03.05.2013 (03.05.2005 + 8 Years) and therefore, should be included in SL-2013 because target date is 01.07.2012 for inclusion in 2012.
45	Simmi Goyal	Telecom	1996	CA	14.07.1997	2005	As he joined on 14.07.1997, he had completed 8 years approved service on 14.07.2005 (14.07.1997 + 8 Years) and therefore should have been included in SL-2006 because target date is 01.07.2005 for inclusion in SL-2005.
46	Baldeep	UPSC	1993	SQ	Not Required	2004	Why was he not included in 2003 (extended)?
47	Bhim Singh Chaudhary	UPSC	1998	SQ	Not Required	2009	As per the zone prescribed by DoP&T, he should have been included in SL-2007.
48	Brijdhari Ramnath	UPSC	1998	SQ	Not Required	2009	As per the zone prescribed by DoP&T, he should have been included in SL-2007.
49	Hoshiyar Singh-III	UPSC	2002	SQ	Not Required	2012	As per the zone prescribed by DoP&T, he should have been included in SL-2011.
50	Patwal	UPSC	1993	SQ	Not Required	2004	Why was he not included in 2003 (extended)?
51	Raj Kumar Hans	UPSC	1998	SQ	Not Required	2009	As per the zone prescribed by DoP&T, he should have been included in SL-2007.
52	Rajbir Singh	UPSC	1999	SQ	Not Required	2010	As per the zone prescribed by DoP&T, he should have been included in SL-2009.
53	Rajender Singh chaudhary	UPSC	1999	SQ	Not Required	2010	As per the zone prescribed by DoP&T, he should have been included in SL-2009.

54	Ramhit Shukla	UPSC	1998	SQ	Not Required	2009	As per the zone prescribed by DoP&T, he should have been included in SL-2007.
55	Shailesh Kumar	UPSC	1999	CA	13.04.1999	2011	As per the zone prescribed by DoP&T, he should have been included in SL-2009.
56	Umed Singh	UPSC	1999	SQ	Not Required	2010	As per the zone prescribed by DoP&T, he should have been included in SL-2009.
57	Ved Prakash Singh	UPSC	1998	SQ	Not Required	2009	As per the zone prescribed by DoP&T, he should have been included in SL-2007.
58	Vijay Kumar-II	UPSC	1996	CA	25.03.1998	2005	As he joined on 25.03.1998, he had completed 8 years approved service on 25.03.2006 (05.03.1998 + 8 Years) and therefore, should be included in SL-2006 because target date is 01.07.2005 for inclusion in SL-2005.
59	Anand Singh Kuwarbi	Water Res.	1995	CA	20.09.1995	2007	As per the zone prescribed by DoP&T, he should have been included in SL-2004.
60	Dhanavati Devi	Water Res.	1996	CA	28.02.1996	2007	As per the zone prescribed by DoP&T, he should have been included in SL-2005.
61	Dharamvir Kumar Sinha	Water Res.	1996	SQ	Not Required	2007	As per the zone prescribed by DoP&T, he should have been included in SL-2005.
62	Kamal Kumar Gupta	Water Res.	1996	SQ	Not Required	2007	As per the zone prescribed by DoP&T, he should have been included in SL-2005.
63	Kewal Krishan	Water Res.	1998	SQ	18.11.1998	2008	As per the zone prescribed by DoP&T, he should have been included in SL-2007.
64	Kommanna Yugandhar	Water Res.	1996	SQ	Not Required	2007	As per the zone prescribed by DoP&T, he should have been included in SL-2005.

65	Kundan Kumar	Water Res.	1996	SQ	Not Required	2007	As per the zone prescribed by DoP&T, he should have been included in SL-2005.
66	Madan Kumar Jha	Water Res.	1996	SQ	Not Required	2007	As per the zone prescribed by DoP&T, he should have been included in SL-2005.
67	Manoj Aswal	Water Res.	1996	SQ	Not Required	2007	As per the zone prescribed by DoP&T, he should have been included in SL-2005.
68	Meglal Mandal	Water Res.	1995	SQ	Not Required	2006	As per the zone prescribed by DoP&T, he should have been included in SL-2004.
69	Poonam Narayan	Water Res.	1996	SQ	Not Required	2007	As per the zone prescribed by DoP&T, he should have been included in SL-2005.
70	Raj Kumar Mishra	Water Res.	1995	SQ	Not Required	2006	As per the zone prescribed by DoP&T, he should have been included in SL-2004.
71	Rajesh Kumar Saini	Water Res.	1998	CA	25.05.1998	2008	As per the zone prescribed by DoP&T, he should have been included in SL-2007.
72	Rakesh Kumar	Water Res.	1995	SQ	Not Required	2006	As per the zone prescribed by DoP&T, he should have been included in SL-2004.
73	Rakesh Prasad	Water Res.	1996	SQ	Not Required	2007	As per the zone prescribed by DoP&T, he should have been included in SL-2005.
74	Reeta Passi	Water Res.	1995	CA	06.01.1995	2007	As per the zone prescribed by DoP&T, he should have been included in SL-2004.
75	Sandeep Sehgal	Water Res.	1996	SQ	Not Required	2007	As per the zone prescribed by DoP&T, he should have been included in SL-2005.
76	Sultan Singh	Water Res.	1995	SQ	Not Required	2006	As per the zone prescribed by DoP&T, he should have been included in SL-2004.
77	Suresh Kumar Sahu	Water Res.	1995	SQ	Not Required	2005	As per the zone prescribed by DoP&T, he should have been included in SL-2004.

78	Upendra Kumar	Water Res.	1996	SQ	Not Required	2007	As per the zone prescribed by DoP&T, he should have been included in SL-2005.
79	Y. I. singh	Water Res.	1996	SQ	Not Required	2007	As per the zone prescribed by DoP&T, he should have been included in SL-2005.
80	Raajendra Prasad Kainthola	WC&D	2000	CA	24.04.2004	2010	As he joined on 24.04.2004, he had completed 8 years of approved service on 24.04.2012 (24.04.2004 + 8 Years) and therefore should be included in SL-2012.

MOST IMMEDIATE

No.12/1/2015-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: 11th December, 2015

OFFICE MEMORANDUM

Subject: Zone of consideration for inclusion in the Select List of Upper Division Clerks' Grade of CSCS for the years 2004-2014 against Seniority Quota-regarding

The undersigned is directed to refer to this Department's O.M. of even number dated 30.09.2015 and reminder dated 04.11.2015, 20.11.2015, 26.11.2015 and 08.12.2015 on the subject mentioned above and to say that some of the cadre units have urged that they are facing problem in calculating the exact number of vacancies for the Select List Year -2004 to 2014 as per the ANNEXURE-I, enclosed vide this Division's O.M. dated 30.09.2015. In order to overcome this problem, ANNEXURE-I has been simplified.

2. All the cadre units are, therefore, requested to show the vacancies for Select List 2004 to 2014 in this simplified ANNEXURE-I.
3. In this context, it is also clarified that:
 - i. Please enclose a copy of the earlier references vide which vacancies for the SL-2004 to 2014 were sent to DoP&T in the prescribed Proforma.
 - ii. If number of officials eligible for promotion are more than number of vacancies reported, they may be promoted as of now (if sufficient physical vacancies available as on date to accommodate them) as their juniors from subsequent Select List Year have been promoted. They will be adjusted by DoP&T by making allocations to deficient cadres on compilation of complete information from all cadre units.

Encl: Proforma.

Rajesh
(Rajesh Sarawat)

Under Secretary to the Govt. of India

Tel:- 011-24654020

To

All the participating cadre units of CSCS

मंत्रालय का निदेशानुसार प्राप्त, दिनांक 11/12/2015
Department of Personnel & Training
संयुक्त और पत्रिका शाखा
Receipt & Issued Section
11 DEC 2015
पत्रिका जारी/ISSUED

① Defence
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4. The Ministry of Finance, etc., are requested to bring the above decision to the notice of all concerned under their administrative control for guidance/appropriate action.

Hindi version will follow.

DP& T O.M. NO. 3/16/89-CS.II dated the 27th December 1993.

Subject:	Passing of type test and release of annual increments to blind/partially blind persons appointed as LDCs in the CSCS on the basis of Special Examination held in 1987 - extension of time limit regarding.
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The undersigned is directed to refer to this Department's O.M. of even number dated 24.9.1993 extending upto 31.12.93 the time limit for passing the typewriting test by the blind/partially blind LDCs appointed on the basis of Special Examination conducted by Staff Selection Commission in 1987. It is observed that during the year 1992 no LDC turned up for the tests planned by Staff Selection Commission in the months of February, June and August and only one LDC appeared in the test held in September, 1993. It is therefore, assumed that the effected LDCs have either passed the type test or declared to have made genuine attempts. It is, therefore, not considered necessary to extend the time limit beyond 31.12.1993 unless any such request is received by any of the concerned office/individual by this Department.

DP& T O.M. NO. 12/3/93-CS.II dated the 28th/29th December 1994.

Subject:	Counting of service in LD Grade on grant of exemption from passing the typing test.
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The undersigned is directed to say that a demand was raised by the Staff Side in the Departmental Council (JCM) of this Department to treat the Lower Division Clerks of Central Secretariat Clerical Service (CSCS) as having become due for promotion on grant of exemption from passing the typing test, if they have completed 8 years of service in Lower Division Grade.

2. The matter has now been examined and it has been decided that, on grant of a exemption from passing the typing test, regular service rendered by Lower Division Clerks of CSCS in Lower Division Grade prior to grant of such exemption, may also be counted for promotion to the Upper Division Grade of CSCS.

3. Cadre authorities are requested to bring this to the notice of all concerned for necessary action.

4. Necessary steps to amend the relevant CSCS Rules have been taken separately, and the amendment will be issued shortly.

DP& T O.M. NO. 16/1/97-CS.II dated the 17th November 1997.

Subject:	Exemption from passing typewriting test to the Physically Handicapped-submission of the medical certificate in the prescribed proforma.
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