

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

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3<sup>rd</sup> Floor, Lok Nayak Bhavan,  
Khan Market, New Delhi-110003  
Dated: 17<sup>th</sup> June, 2016

**OFFICE MEMERANDUM**

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

The undersigned is directed to convey the approval of the competent authority for issue of zone of consideration for inclusion in Select List (Seniority Quota) of 2015 in the Sr. Secretariat Assistants Grade of CSCS. The zone will be as follows:

Select List Year	Proposed Zone
2015	All the LDCs of Select List 2007 and all the unabsorbed LDCs of previous zones who have qualified type test or exempted from type test or exempted from type test and have completed 8 years' approved service as on 01.07.2015

2. The cadre unit authorities are requested to take immediate action for conducting DPCs in respect of the officials included in the 'Zone' mentioned above and to promote the officials as Sr. Secretariat Assistants on regular basis by including them in the Select List Year 2015 under Seniority Quota. **The details of vacancies may also be intimated to the Division as per Annexure - I.**

3. Order for regular promotion should be issued subject to the following conditions:-

- (i) The official concerned is clear from vigilance angle in terms of this Department's O.M. No.22034/4/2012-Estt.(D) dated 02.11.2012 and other relevant instructions on the subject:
- (ii) If an officer is undergoing penalty notification should not be issued for regular promotion and in such cases notification should be issued only after the currency of the penalty is over in terms of DoPT's O.M. No. 22034/5/2004-Estt.(D) dated 15.12.2004. Such cases should also be informed to this Department.

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- (iii) The officers, who were in service on crucial dates but had retired as LDC/UDC (ad-hoc) subsequently on superannuation or otherwise, should also be considered for inclusion of their names in the aforesaid Select List of SSAs in pursuance of this Department's OM No.22011/4/98-Estt. (D) dated 12.10.1998 to identify the correct zone of consideration for the relevant Select List. However, their appointment should not be notified as retired persons would not be available for actual promotion from a prospective date.

4. The cadre units, while issuing promotion orders may invariably mention that the promotion of the officials figuring in the list would be subject to the outcome of the following court cases or any order passed by the respective court:-

(i) In O.A. No. 794/2015 filed by Shri Kamal Gupta & Ors. before Hon'ble CAT, Principal Bench, New Delhi.

(ii) In SLP No. 10342.2015 filed by Shri Pankaj Kumar Mishra & Ors. before Hon'ble Court of India, New Delhi.

5. Details of officials promoted and otherwise, may be intimated to this Department in the prescribed proforma (**Annexure-II and Annexure-III**) to enable further necessary action to issue Select List of SSAs for the year 2015, latest by **31-06-2016**.

6. Some officials included in the zone of promotion for Select List of Sr. Secretariat Assistants Grade (Seniority Quota) for the year 2015 may be on deputation as on date. To avail the benefit of promotion, such officers have the following two options:-

- (i) They may repatriate to their parent cadre; or  
(ii) They may avail proforma promotion from the date of promotion of their immediate junior.

All Ministries/Departments are, therefore, requested to consider the requests for proforma promotion, if any in terms of extant instructions and issue necessary orders without referring the matter to this Department.

7. Officials available in the zone in a particular cadre unit over and above the vacancies for that year have to be reported to DOPT after conducting DPC for centralized allocation to some other cadre unit;

8. **After promoting the officials against SLY-2015(SQ), the remaining vacancies in the cadre unit as per row no. 7 of Annexure-I may be abolished immediately in order to comply with Cabinet's decision in the year 2008. A copy of the abolition order may also be endorsed to this Department.**

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9. Copy of promotion orders should invariably be endorsed to this Department for record.

10. This O.M. is also available in the public domain of this Department's website. The download path is as under:-

<http://persmin.nic.in/DOPT.asp> >> Central Secretariat >> CSCS >> Promotions >> Zone of Promotion (LDC to UDC).

(Rajesh Sarawat)

Under Secretary of the Government of India

Tele : 24654020

**Encls: As above**

To,

Participating Cadre authorities of CSCS(DS/Director(Admn.))

**Annexure - I (Revised vacancies in the grade of SSA for SLY-2015)**

1	Cadre Unit						
2	Sanctioned strength as on 30.06.2016						
3	In position SSA as on 30.06.2016 (regular only)						
4	Number of officials eligible for promotion against SLY-2015(SQ) as per zone issued by DoP&T						
5	Size of Select List-2015(SQ) {total should be equal to no. of officials shown against row 4}	UR	SC	ST	Total	PH(out of total)	
						OH	VH
6	Size of Select List-2015(D.E.) {total should be equal to 1/3 <sup>rd</sup> of the no. of officials shown against row 5}	UR	SC	ST	Total	PH(out of total)	
						OH	VH
7	Number of posts to be abolished as per Cabinet's decision in the year 2008 { i.e. Row 2 – Row (3 + 5 + 6 ) }						

**Certificate from Cadre Controlling Authority**

It is certified that approval of Additional Secretary/Joint Secretary of Administration/Establishment has been taken for reporting the above stated vacancy position.

**Signature of Under Secretary (Admn.)  
(along with official seal)**

### Certificate of the Liaison Officer

Certified that I have checked up the relevant roster maintained by the cadre authority in respect of recruitment to the aforesaid cadre of the CSCS through the mode and for the quota (if any) as indicated above and find out the position regarding reservation of vacancies including carry forward reserved vacancies indicated above by the cadre authority is correct.

2. It is also certified that cadre authority has followed instructions for reporting vacancies for Physical Handicaps.

3. Instruction of O.M.No.36012/5/97-Estt.(Res.)-Vol.II dated 20<sup>th</sup> July, 2000 regarding treatment of backlog vacancies reserved for SC and ST category and non-applicability of 50% ceiling has been strictly followed while reporting vacancies.

(Signature)

(Please put seal of Liaison Officer)

**Note: (I) Any change in vacancy position should immediately be brought to the notice of the CS Division, DoP&T.**

**(II) The SC/ST vacancies in all cases of direct recruitment/promotion which have remained unfilled in earlier years are to be treated as distinct and separate group and will not be considered together with reserved vacancies of the year in which they are being filled up the determining the 50% reservation for total number of vacancies for a year. [O.M.No.36012/5/97-Estt.(Res)-Vol.II dated 20.7.2000]**

**(III) There shall be a separate Roster for Departmental Examination Quota and Seniority Quota. The number of points in a Roster for a particular mode of recruitment shall be equal to the number of persons already in place recruited through that mode of recruitment plus the number of posts to be filled through that mode of recruitment in a particular Select List Year. Post Based Roster should be used to work out reservation points in different mode of recruitment and not to work out number of vacancies to be filled from different modes of recruitment i.e. Reservation Roster should not be mixed with the vacancy/Recruitment Roaster.**



