

No.5/7/2016-CS.I(U)  
Government of India  
Ministry of Personnel, PG and Pensions  
(Department of Personnel & Training)

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2<sup>nd</sup> Floor, Lok Nayak Bhavan,  
Khan Market, New Delhi-110003

Dated the 31<sup>st</sup> March, 2016

**OFFICE MEMORANDUM**

Subject: Promotion of Section Officers of Central Secretariat Service (CSS) to Grade I (Under Secretary) on adhoc basis – Furnishing of CR dossiers, vigilance clearance, personal information, etc.

The undersigned is directed to say that pending drawal of Select Lists for regular promotion to the grade of Under Secretary, this Department has been resorting to adhoc promotion. Due to administrative reasons, there has been delay in bringing out up to date Select Lists for the grade of Under Secretary. The earlier drawn panel of officers for adhoc promotion to the grade of Under Secretary has almost exhausted. In order to meet the requirement of officers against vacancies in the grade of Under Secretary, it has been decided to prepare further panel of Officers till Select Lists for regular promotion is updated.

2. Officers of up to SOSL-2008 will be considered for the proposed panel for adhoc promotion to the grade of Under Secretary.

3. Ministries / Departments concerned are, therefore, requested that the following documents / information in respect of Section Officers (as indicated in **Annexure**) complete in all respects may be made available to CS.I Division at the earliest, and in any case **latest by 21.04.2016** in the prescribed **Proforma-I**:

- |   |   |
|---|---|
| (i) Vigilance status;   | This information should also be furnished in the vigilance module of the web based cadre management system at <b>cscms.nic.in</b> |
| (ii) Statement of minor / major penalties, if any, imposed in the last 10 years   |   |
| (iii) Whether any of these officers is on deputation and / or absorbed in any Organization in continuation of deputation (date of deputation / date of absorption should be indicated); and |   |

3.1 **CR Dossiers** Complete CR dossiers contained ACRs / APARs up to 2014-2015 should be furnished. If for any reason ACR / APAR is not available, No Report Certificate (NRC) should be furnished with reasons for non-recording of ACRs / APARs. The ACRs / APARs should be properly arranged (year wise) in the dossier before forwarding to this Department.

3.2 **Scanning and uploading** The ACRs / APARs from 2005-2006 onwards should be scanned, uploaded and the grading entered in the web based cadre management system at [cscms.nic.in](http://cscms.nic.in). if not already done. **CR dossiers received without entering of data or without uploading in the web based system will be returned.** For any guidance in this regard, they should contact CMC Ltd. Officials at Tele.: 24629890.

3.3 Ministries / Departments concerned are also requested to ensure that following actions in respect of officers in the zone of consideration for adhoc promotion is duly completed:

- (a) provisions of DoP&T's O.M. No.21011/1/2010-Estt.(A) dated 14.5.2009 regarding disclosure of APARs have been complied with; and,
- (b) action in terms of DoP&T's O.M. No.21011/1/2010-Estt.A dated 13.4.2010 have been completed regarding **below benchmark grading** in ACRs prior to the reporting period 2008-09 and objective consideration of representation by the competent authority against remarks in the APAR concerned.

A certificate to this effect should be furnished by the Ministries / Departments concerned in **Proforma-II**.

3.4 **Personal information in Proforma-III.** All the officers in the zone of consideration and the nodal officers concerned should also ensure that their complete and up to date data is available in the Web Based Cadre Management system which is hosted at [cscms.nic.in](http://cscms.nic.in). In the absence of complete data in the web based cadre management system, their names will not be considered for adhoc promotion.

4. All Officers concerned, in their own interest, are requested to pursue with the Administration Division concerned to ensure that the said documents / information (including ACRs / APARs) in their respect are furnished to this Department urgently. This Department seeks active cooperation of all the Ministries / Departments to gather the information at the earliest.



Under Secretary to the Government of India  
Tele: 24629412

To

All the Ministries/Departments concerned

Sl. No.	CSL No.	Name S/Shri/Smt.	Cat.	Date of birth	Present Posting (Ministries/Departments)
1	9163	Balachandran B.S.	Gen	11/07/1962	Expenditure
2	9165	Lakshmi Subramanian	Gen	19/04/1963	Industrial Policy & Promotion
3	9167	Panchalam Soundararajan	Gen	11/05/1962	Labour & Employment
4	9169	Chandra Kishore Shukla	Gen	18/01/1979	Expenditure
5	9171	K. Srinivasan	Gen	30/07/1964	Personnel & Training
6	9173	S. Muthukumar	Gen	05/04/1964	Commerce
7	9177	Mahendra Vikram Singh	Gen	28/11/1974	Commerce
8	9179	Poulose E.V.	Gen	22/04/1957	Personnel & Training
9	9181	Bhanu Lali	Gen	07/12/1964	Supply Division
10	9183	Satish Kumar Singh	Gen	14/01/1975	Home Affairs
11	9185	N. Thyagarajan	Gen	07/05/1962	Rural Development
12	9187	Vijay Prakash Dwivedi	Gen	04/03/1961	Petroleum & Natural Gas
13	9189	Dilawar Singh Rawat	Gen	15/11/1963	Labour & Employment
14	9191	Dinesh Kumar Lakhumna	Gen	12/08/1965	Defence
15	9193	Vijayalakshmi Krishnan	Gen	17/01/1963	Legal Affairs
16	9195	Rajasekharan R.	Gen	30/07/1973	Shipping
17	9197	K. Dinakar Raj	Gen	12/02/1959	Urban Development
18	9199	Bihari Lal	SC	20/04/1964	Personnel & Training
19	9201	Dheeraj Kumar Ranjan	Gen	20/10/1979	Rural Development
20	9203	Goutam Palit	Gen	10/01/1963	Expenditure
21	9205	Jayashree Narayanan	Gen	11/08/1966	Defence
22	9207	Rajeev Mohan	Gen	01/03/1976	Food & Public Distribution
23	9209	K.K. Asokan	Gen	01/05/1961	Personnel & Training
24	9211	V. Ganesh Kumar	Gen	07/11/1965	Revenue
25	9213	Deepak Sethi	Gen	13/09/1963	Commerce
26	9217	Jayashree Chellamani	Gen	03/07/1965	Personnel & Training
27	9218	A.K. Verma	Gen	05/01/1957	Niti Aayog
28	9219	P.K. Bandyopadhyaya	Gen	22/09/1960	Health & Family Welfare
29	9221	Surender Kumar Mann	Gen	02/07/1961	Heavy Industries
30	9223	Soumitra Basu	Gen	29/05/1963	Personnel & Training
31	9225	Ajaya Kumar K.P.	Gen	20/03/1959	Health & Family Welfare
32	9227	R. Vijayaraghavan	Gen	30/03/1960	Agriculture, Cooperation & F.W.
33	9229	Anil Kumar Wahi	Gen	24/01/1964	Telecommunications
34	9231	V.B. Hariharan	Gen	08/01/1964	Prime Minister's Office
35	9233	Meenu Bajaj	Gen	16/02/1966	Science & Technology
36	9237	Subhash Chander	Gen	09/02/1972	Earth Sciences
37	9239	T.C. Varghese	Gen	11/04/1960	Pensions & Pensioners' Welfare
38	9240	M.S. Sajwan	Gen	05/01/1958	Mines
39	9241	Anita Saini	Gen	27/06/1966	Power
40	9243	V. Sripathi	Gen	01/05/1960	Commerce
41	9245	Yogesh Dhingra	Gen	08/10/1978	Fertilizers
42	9246	Vijay Kumar	Gen	27/11/1956	Commerce
43	9247	C. Ganesh Kumar	Gen	28/08/1957	Personnel & Training
44	9249	Jagdish Prasad	Gen	10/04/1962	Prime Minister's Office
45	9251	Renu Kapoor	Gen	20/12/1963	Micro, Small & Medium Enterprises
46	9253	P.J. Thomas	Gen	22/07/1959	Civil Aviation
47	9255	S. Prakash	Gen	31/03/1958	Expenditure
48	9257	A.K. Chattopadhyay	Gen	03/07/1962	Science & Technology
49	9259	Rajiv Kumar Nigam	Gen	05/02/1961	Shipping
50	9261	M. Rajendran	Gen	25/12/1963	Science & Technology
51	9263	O.M. Prakash	SC	15/11/1963	Health & Family Welfare
52	9265	S. Sridhar	Gen	12/01/1965	Health & Family Welfare
53	9267	Vijay Kumar	Gen	08/12/1977	Chemicals & Petrochemicals
54	9269	Dharamvir Soni	Gen	30/11/1974	Urban Development

55	9271	Chander Mohan Kaith	Gen	16/07/1965	Union Public Service Commission
56	9273	N.A. Sreejit	Gen	30/05/1959	Youth Affairs & Sports
57	9275	Gajendra Prasad Samanta	Gen	13/11/1960	Health & Family Welfare
58	9277	Renu Nigam	SC	27/07/1964	Home Affairs
59	9278	Ranvir Singh	Gen	15/07/1956	Supply Division
60	9279	K.C. Vasudevan	Gen	16/12/1963	Power
61	9281	Hem Lata	Gen	19/12/1962	Telecommunications
62	9283	Nita Arya	Gen	02/05/1964	Urban Development
63	9287	Hauliankap	ST	13/02/1974	Women & Child Development
64	9289	Devendra Singh	Gen	26/02/1963	Agriculture, Cooperation & F.W.
65	9291	Cleetus T. Johnson	Gen	25/10/1957	Union Public Service Commission
66	9293	Siby Varghese P.	Gen	30/12/1962	Information & Broadcasting
67	9294	R.K. Nagpal	Gen	26/01/1957	Personnel & Training
68	9295	Haradhan Das	Gen	02/01/1958	Commerce
69	9297	Prakasham Kopparapu	Gen	01/07/1963	Prime Minister's Office
70	9298	Anand Prakash Gupta	Gen	12/02/1968	Personnel & Training
71	9299	Addanki Lalitha Rao	Gen	29/08/1962	Women & Child Development
72	9300	Tarun Sood	Gen	10/11/1970	Earth Sciences
73	9301	D.K. Minna Prabhu	Gen	21/02/1960	Shipping
74	9303	Suman Parmar	Gen	17/12/1976	Supply Division
75	9304	Sanjay Singh	Gen	18/03/1968	Mines
76	9305	Hara Prosad Ghosal	Gen	02/11/1956	Union Public Service Commission
77	9307	Ashis Bishayee	Gen	08/01/1962	Mines
78	9309	Ambadath Sachidanandan	Gen	17/09/1959	National Disaster Management Authority
79	9310	Shiv Kumar	Gen	01/12/1969	Home Affairs
80	9311	S. Amanullah	Gen	01/09/1956	Home Affairs
81	9313	Rajender Kumar Chawla	Gen	03/02/1961	Agriculture, Cooperation & F.W.
82	9315	R.K. Balamurugan	Gen	07/06/1965	Union Public Service Commission
83	9317	Ajit Kumar Senapati	Gen	26/10/1959	Rural Development
84	9318	Samiksha Lamba	Gen	31/12/1968	Corporate Affairs
85	9319	Vinod Kumar Sharma	Gen	21/08/1965	Home Affairs
86	9320	D. Srinivas	Gen	18/10/1963	Legal Affairs
87	9321	A. John Jerald Kennedy	Gen	15/01/1961	Urban Development
88	9323	J. Sivarama Krishnan	Gen	20/11/1962	Union Public Service Commission
89	9324	Ashish Chatterjee	Gen	13/11/1956	Personnel & Training
90	9325	Visalakshi Jayaraman	Gen	01/05/1960	Higher Education
91	9327	Bhagwati Prasad Pant	Gen	26/06/1961	Micro, Small & Medium Enterprises
92	9329	R. Chakrapani	Gen	24/07/1964	Urban Development
93	9330	Harsh Raj Rana	Gen	14/07/1969	Posts
94	9331	G.K. Pillai	Gen	31/07/1961	Personnel & Training
95	9333	Vinod Kumar	Gen	04/05/1966	Telecommunications
96	9335	A.H. Ganesh	Gen	23/07/1962	Labour & Employment
97	9337	Ashok Kumar	Gen	15/10/1960	Personnel & Training
98	9339	Dhirendra Kumar Jain	Gen	30/07/1963	Cabinet Secretariat
99	9341	Sudarshan Chakker Rawat	Gen	15/02/1958	Home Affairs
100	9343	Govindsami Elangovan	Gen	06/05/1959	Home Affairs
101	9344	Sudip Dutta	Gen	01/10/1968	Agriculture, Cooperation & F.W.
102	9345	Marykutty Sabu	Gen	31/05/1962	Urban Development
103	9347	Arup Kumar Das	Gen	15/01/1961	Expenditure
104	9348	Subhash Chand Sangwan	Gen	08/07/1967	Panchayati Raj
105	9349	Subodh Kumar Ram	Gen	30/11/1969	Information & Broadcasting
106	9351	Naresh Prasad Mathur	Gen	26/09/1961	Agriculture, Cooperation & F.W.
107	9352	Rajender Singh Kaushik	Gen	06/04/1968	Labour & Employment
108	9353	Tulsi Dass	SC	13/01/1965	Science & Technology
109	9355	Anu R. Shine	Gen	01/04/1976	Urban Development
110	9356	Kumar Pranav	Gen	01/01/1969	Labour & Employment
111	9357	Alka Taneja	Gen	30/01/1959	Economic Affairs
112	9359	T. Suresh Kumar	Gen	03/04/1960	Defence

113	9360	Kulbhushan Singh	SC	03/10/1971	Mines
114	9361	Yash Pal	SC	16/10/1977	Health & Family Welfare
115	9362	Surinder Kumar	SC	05/08/1967	Defence
116	9363	Thresia Mathew	Gen	01/01/1961	Home Affairs
117	9365	Rajeshwar	Gen	07/12/1958	Revenue
118	9366	Praveen Kumar Singh	SC	01/05/1971	Power
119	9367	Harpreet Kaur Manchanda	Gen	06/11/1961	Telecommunications
120	9368	Ajeet Kumar	SC	06/07/1968	Labour & Employment
121	9369	Binod Kumar	Gen	15/01/1974	Supply Division
122	9370	Ram Chander	SC	28/08/1967	Health & Family Welfare
123	9371	Kumar Sanjeet	Gen	01/07/1971	Urban Development
124	9373	Abhay Garg	Gen	06/07/1961	Panchayati Raj
125	9375	Usha Gangadharan	Gen	11/01/1959	Rural Development
126	9376	Ratan Singh	SC	05/09/1956	Industrial Policy & Promotion
127	9377	V. Nagarajan	Gen	03/05/1957	Environment, Forest & Climate Change
128	9379	Raghunathan T.V.	Gen	26/06/1961	Revenue
129	9381	K.M. Varkey	Gen	14/11/1957	Expenditure
130	9383	Dalip Singh	SC	12/10/1962	Fertilizers
131	9384	Rajinder Parshad	SC	07/03/1957	Agriculture, Cooperation & F.W.
132	9385	Joginder Pal	SC	17/08/1961	Defence
133	9389	Ratan Lal	SC	27/06/1966	Urban Development
134	9391	Ashok Kumar	SC	03/02/1962	Micro, Small & Medium Enterprises
135	9392	Pardhan Singh	SC	06/03/1962	Rural Development
136	9393	Raj Kumar	SC	11/04/1963	Urban Development
137	9394	Raju	SC	10/07/1963	Home Affairs
138	9395	Shiela Tirkey	ST	06/03/1971	Industrial Policy & Promotion
139	9396	Ishwar Singh	SC	01/05/1961	Urban Development
140	9397	Ganesh Kumar	SC	05/05/1962	O/o Registrar General of India
141	9398	Bhagat Ram	SC	13/05/1963	Micro, Small & Medium Enterprises
142	9399	Hira Lal Prasad	ST	04/08/1963	Steel
143	9400	Praveen Kujur	ST	13/10/1969	Personnel & Training
144	9401	Sng Mohelas Anal	ST	01/03/1971	Personnel & Training

PROFORMA – I

Sl. No.	Name of the officers	CSL No.	Whether clear from vigilance angle or not. Indicate <b>Clear/Not Clear</b> as the case may be. <b>If not clear</b> please provide complete details	Minor/major penalties imposed, if any, since 1.7.2006	Whether the officer has been on deputation, long leave, long term training during the select list period or absorbed in any organization (please indicate period of deputation/ date of absorption).
			( This information should also be updated by the nodal officer concerned in the Vigilance module of Web Based Cadre Management System at <b>cscms.nic.in</b> )		Also indicate if resigned, took VRS or expired and date of occurrence of event

\_\_\_\_\_  
(Signature of the officer certifying the above details)

Name, designation: \_\_\_\_\_

Date: \_\_\_\_\_

**C E R T I F I C A T E**

It is certified that the action as under has been completed in respect of the following officers in the zone of consideration for adhoc promotion:

(i) provisions of DoP&T's OM No. 21011/1/2005-Estt.(A)(Pt.II) dated 14.5.2009 regarding disclosure of APARs have been complied with; and,

(ii) action in terms of DoP&T's OM No. 21011/1/2010-Estt.A dated 13.4.2010 has been completed regarding below benchmark grading in ACRs prior to the reporting period 2008-09 and objective consideration of representation by the competent authority against remarks in the APAR concerned. A copy of the decision of the competent authority disposing representation has also been placed in the ACR/APAR dossier of the officer (wherever applicable).

List of officers in the zone of consideration:

Sl.No.	CSL No.	Name	Date of Birth	Remarks if any

Signature: \_\_\_\_\_

Name & Designation of the officer: \_\_\_\_\_

Ministry/Department: \_\_\_\_\_

Telephone No. \_\_\_\_\_

## 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)

Note: The information furnished here should exactly tally with the information available in the web based cadre management system. If the information in the web based system is not up to date, that should be first corrected through nodal officer/ DoPT before submitting this form. For any guidance in this regard, officers may contact Shri Abhishek Upadhyay, SO, DoPT at Tele: 24629414.

Designation	Ministry/Department (including deputation details)	Period	
		From	To

Certified that I have verified the data in respect of me in the web based cadre management system and the data available therein is correct and up to date.

(Signature of the officer)

Name: \_\_\_\_\_

Date: \_\_\_\_\_

(For Admin. Division of Ministry/ Department)

Forwarded.

It is certified that the details of the officer in the web based cadre management is complete, correct and up to date.

The officer is clear from vigilance angle.

Signature:  
Name:  
Designation:

Date: \_\_\_\_\_