

MOST IMMEDIATE

No.5/10/2012-CS-II(C)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

3rd floor, Lok Nayak Bhawan,
Khan Market, New Delhi-110003.
Date: 9th May, 2013.

OFFICE MEMORANDUM

Subject: Extension of 'range of seniority' for promotion of Stenographers Grade 'D' to Personal Assistant (PA) Grade of CSSS for the Select List Year 2011.

The undersigned is directed refer to this Department's O.M. of even number dated 1.1.2013 on the subject mentioned above and to say that it has been decided to extend the 'range of seniority' (zone of promotion) for making additions to the Select List of PA Grade (Seniority Quota) of CSSS for the Select List Year 2011 in respect of Steno Grade 'D' belonging to SC category as follows:

SC Category	All unabsorbed and eligible Stenographers Grade 'D' upto the Common Seniority List Number 2062 of SLY-2000 of Steno Grade 'D' issued vide this Department's O.M. No.20/15/2009-CS-II(C) dated 19.4.2011.
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2. All the Cadre Units of CSSS are requested to place the cases of all eligible Stenographers Grade 'D', who are covered within the above prescribed 'range of seniority' and who have not yet been included earlier in the Select List of PAs of CSSS, before the Departmental Promotion Committee (DPC) to assess their suitability or otherwise for promotion to the PA Grade of CSSS. The recommendations of the DPC along-with vigilance clearance in respect of all the eligible officer(s) concerned who are working in the Cadres Units including those who have been transferred to the Cadre Units from other Cadre Units on their ad-hoc promotion to PA Grade of CSSS, may be furnished to this Department in the **Annexure-I**.

3. Cadre Units are also requested to get the **Annexure-II** filled up from the concerned Steno Grade 'D' who have been found suitable for promotion as PA and forward the same along with the recommendations of the DPC and vigilance clearance. In case, no option for preference for posting is received from any official, the nomination/transfer shall be made keeping in view the number of vacancies in Cadre Units of CSSS. It is requested that complete information in the prescribed annexures may be furnished to this Department **latest by 31.5.2013 positively** so that a consolidated order may be issued by this Department.

Encl: As above



(Kameshwar Mishra)

Under Secretary to the Govt. of India
Telefax: 24623157

To

The Under Secretary(Admn.) of all Cadre Units of CSSS.

ANNEXURE- II TO O.M. NO. 5/10/2012-CS-II(C) DATED 9.5.2013

PERSONAL INFORMATION FOR OPTIONS FOR POSTING
TO BE FILLED BY THE CONCERNED OFFICIAL

CSL NUMBER:
SL YEAR:

1	Name	
2	Designation	
3	Date of Birth	
4	Present Cadre Unit with office address	
5	Name/Designation/Contact No. of the officer with whom posted at present	
6	Parent Cadre Unit – where joined as Steno Grade 'D'	
7	Contact No./Mobile No.	
8	Educational Qualification	
9	Residential Address	

10 Previous posting(s)

Grade	Cadre Unit	Period		No. of Years
		From	To	
Steno 'D'				
Ad-hoc PA				

11 Preferences for posting without repetition (with reasons thereon)

S.No.	Cadre Unit	Reason(s)
(i)		
(ii)		
(iii)		

Signature
Name of official:

Signature of US(Admn.)
Stamp