

**No. I I/3/2020-CS.II(B)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**  
**CS.II(B) Section**

3<sup>rd</sup> Floor, Lok Nayak Bhawan  
Khan Market, New Delhi- 110003  
Dated: - 1<sup>st</sup> November, 2021

**OFFICE MEMORANDUM**

Subject: **Request for conduct of DPC for SSAs belonging to SL-2009 to 2011 of Central Secretariat Clerical Service (CSCS) for promotion to the grade of ASO of Central Secretariat Service (CSS) on ad-hoc basis-reg.**

The undersigned is directed to say that it has been decided to fill up the vacancies in the grade of Assistant Section Officer of CSS purely on ad-hoc basis by promoting the eligible Senior Secretariat Assistants belonging to SL-2009, 2010 and 2011 as per **Annexure**.

2. Accordingly, approval of the competent authority is hereby conveyed for issue of eligibility list for consideration for promotion to Assistant Section Officer's grade on ad-hoc basis which is placed at Annexure.
3. The Cadre units of CSCS may conduct the Screening Committee meeting to assess the fitness of the officials as annexed in **Annexure** on the basis of gradings of APARs, Completion of mandatory Level-A Training Programme and vigilance status as per the instructions, in force. The recommendations of the Screening Committee in respect of all the officers may be furnished by the cadre units with the approval of the competent authority to this Division (CS.II) in the prescribed proforma latest by 18<sup>th</sup> November, 2021.
4. If any officer included in the list has not completed the prescribed 10 years of approved service for any reasons or already left service on account of VRS/Death etc, the Screening Committee meeting in respect of him/her shall not be conducted. If any officer included in the list is working in any cadre unit other than the one indicated against his/her name in **Annexure**, the cadre unit, where he/she is presently posted, may conduct the Screening Committee meeting in respect of him/her and the recommendations of the Screening Committee along with the approval of Competent Authority may be forwarded to this Depart in prescribed proforma for necessary action. The discrepancies, if any, in the list may also be brought to the notice of this Department for corrections, while forwarding the Screening Committee recommendations.
5. Once the Screening Committee recommendations are received, this Department would issue necessary orders for promotion in due course. The officers who have been found fit by the Screening Committee and clear from vigilance angle will only be given ad-hoc promotion.

**Contd.....p.2/-**

6. The decision to issue the promotion order centrally at CS.II Division has been taken to ensure uniformity and to remove anomalies in pay fixation etc. It is, therefore, emphasized that cadre units will issue orders/notifications for appointment of officers as Assistant Section Officers as ad-hoc basis only after the promotion order is issued centrally by this Department after receipt of Screening Committee recommendations from all the cadre units concerned.
7. The Ministry/Department, in respect of officials on deputation, shall obtain within one month, the willingness of the officials with regard to his/her reversion to the cadre to avail of the promotion and forward the same along the Screening Committee recommendations to this Department.
8. The cadre units of CSCS are once again requested to conduct Screening Committee meetings immediately and furnish the recommendations of the Screening Committee duly approved by the Competent Authority, to this Department (CS.II Division) latest by 18.11.2021 positively.

Encl: - Proforma



(Bhagirath Jha)

Under Secretary to the Govt. of India

Tel No. 246254020

To

Cadre units of CSCS  
(As per list enclosed)

## ANNEXURE

Sr. No.	SL Year of SSA	CSL No.	Name (Shri/Mrs/Ms)	Date of Birth	Cat	Present Cadre Unit	Whether L-A qualified or exempted	Marks obtained
1	2009	63	Rana Chakraborty	02-Nov-72	UR	Legal Affairs	Qualified	207
2	2009	76	Vivekanand	12-May-75	UR	MHA	Qualified	194
3	2009	86	Umesh Prasad Roy	15-Dec-74	UR	Telecom	Qualified	202
4	2009	88	Parmesh Kumar	5-Jan-77	UR	DOPT	Qualified	199.5
5	2010	2	Umed Singh	5-Oct-61	UR	UPSC	Exempted	NA
6	2010	3	Rajendra Singh Chaudhary	16-Jan-62	UR	UPSC	Exempted	NA
7	2010	4	<b>Bhagwan Kumar</b>	<b>2-Jan-77</b>	<b>UR</b>	<b>UPSC</b>	Qualified	184.5
8	2010	5	Damodar	3-Apr-73	UR	Posts	Qualified	145
9	2010	6	<b>Sunil Dutt</b>	<b>11-Jun-66</b>	<b>UR</b>	<b>Posts</b>	Qualified	184.5
10	2010	8	Narender Singh	14-Aug-71	UR	H&UA	Qualified	183.5
11	2010	9	Anirudh Pandey	10-Nov-69	UR	H&UA	Qualified	164
12	2010	10	<b>Ratan Kumar Jana</b>	<b>22-Nov-73</b>	<b>UR</b>	<b>H&amp;UA</b>	Qualified	209.5
13	2010	12	Nagender Prasad Pandey	30-Jun-66	UR	H&UA	Qualified	181
14	2010	13	Anil Kumar Kulsari	9-Sep-69	UR	H&UA	Qualified	149.5
15	2010	14	<b>Dharampal Singh Arya</b>	<b>8-Jan-65</b>	<b>SC</b>	<b>H&amp;UA</b>	Qualified	184
16	2010	15	<b>S S Negi</b>	<b>5-May-64</b>	<b>UR</b>	<b>Fertilizers</b>	Qualified	166
17	2010	16	K. Socratis	20-May-63	SC	H&UA	Exempted	NA
18	2010	17	Puran Chand	15-Mar-64	UR	H&UA	Qualified	144
19	2010	18	Jitendra Mohan	15-Feb-79	SC	H&UA	Qualified	151
20	2010	19	<b>Arjun Singh Negi</b>	<b>30-Dec-71</b>	<b>UR</b>	<b>H&amp;UA</b>	Qualified	196
21	2010	20	<b>Mata Prasad Bhatt</b>	<b>15-Jun-68</b>	<b>UR</b>	<b>DPIIT</b>	Qualified	175
22	2010	22	<b>Tej Prakash</b>	<b>30-Dec-64</b>	<b>UR</b>	<b>Petroleum &amp; NG</b>	Qualified	176.5
23	2010	23	Parveen Kumar	22-Jan-83	UR	H&UA	Qualified	189.5
24	2010	24	<b>Satendra Singh Rawat</b>	<b>25-May-69</b>	<b>UR</b>	<b>H&amp;UA</b>	Qualified	180
25	2010	28	<b>Durgesh Saini</b>	<b>24-Nov-74</b>	<b>UR</b>	<b>Commerce</b>	Qualified	146
26	2010	31	Vijay Kumar Thakur	7-Aug-63	ST	Culture	Qualified	168.5
27	2010	32	<b>Desh Raj</b>	<b>15-Jul-69</b>	<b>UR</b>	<b>Culture</b>	Qualified	176.5
28	2010	33	Rajbir Singh Bisht	1-Jan-67	UR	UPSC	Qualified	200
29	2010	35	Brij Mohan Joshi	8-Apr-69	UR	UPSC	Qualified	169.5
30	2010	36	<b>Ghasi Lal Meena</b>	<b>20-Sep-65</b>	<b>ST</b>	<b>UPSC</b>	Qualified	193.5
31	2010	37	<b>Jagdish Kumar Yadav</b>	<b>15-Mar-72</b>	<b>UR</b>	<b>H&amp;UA</b>	Qualified	164
32	2010	40	Hari Gyani	20-Dec-64	UR	Expenditure	Qualified	180
33	2010	42	Baliram Ram	15-Mar-62	UR	DOPT	Exempted	NA
34	2010	43	Umesh Kumar Mishra	19-Jan-65	UR	DOPT	Qualified	138
35	2010	46	Yoginder Kumar	15-Dec-64	UR	Agri & Corp.	Qualified	173
36	2010	48	Azad Singh	15-Aug-64	UR	Defence	Qualified	157
37	2010	50	Tarun Kumar	29-Jun-66	UR	Agri & Corp.	Qualified	185.5
38	2010	51	Prem Singh	12-Oct-69	UR	I&B	Qualified	190
39	2010	54	Gian Chand	10-May-69	UR	Expenditure	Qualified	160
40	2010	55	Jaipal Singh	14-Apr-64	SC	Expenditure	Qualified	155.5
41	2010	57	Gajender Singh Negi	5-May-68	UR	Labour & Emp.	Qualified	170.5
42	2010	60	Satish Chander Gouneyal	18-Feb-66	UR	Expenditure	Qualified	177.5
43	2010	61	Pritpal Singh	1-Jul-65	UR	Expenditure	Qualified	143
44	2010	68	Om Pal Singh	5-Mar-63	SC	DOPT	Exempted	NA
45	2010	70	Yogendra Kumar	4-Mar-69	ST	S&T	Qualified	174.5
46	2010	71	Ravindra Sah	30-May-67	ST	Agri & Corp.	Qualified	169
47	2010	73	Rabindra Sah	6-Aug-64	ST	Env. & Forests	Qualified	169
48	2010	74	Arjun Singh	1-Jul-66	UR	Consumer Affairs	Qualified	174.5
49	2010	76	Radhey Shyam	11-Nov-66	UR	Defence	Qualified	167.5
50	2010	77	Manmohan Singh	4-Mar-66	UR	Telecom	Qualified	158.5
51	2010	78	Mohinder Singh	1-May-66	UR	Defence	Qualified	158.5
52	2010	79	Ram Prakash	2-Apr-68	SC	Power	Qualified	170
53	2010	81	Kawal Singh	20-Jan-68	UR	Legal Affairs	Qualified	137
54	2010	82	Mata Prasad Pandey	1-Jan-68	UR	MHA	Qualified	187.5
55	2010	85	Sunita	1-Feb-69	UR	Corporate Affairs	Qualified	169
56	2010	86	Ramesh Chandra Maurya	24-Aug-73	UR	UPSC	Qualified	198.5
57	2010	89	Inderjit Virmani	31-Aug-64	UR	Power	Qualified	203.5
58	2010	90	Arun Kumar	26-Nov-76	SC	Corporate Affairs	Qualified	160

59	2010	91	Vinod Kumar	19-Jun-65	SC	I&B	Qualified	167.5
60	2010	93	Pawan Kumar	10-Oct-78	SC	UPSC	Qualified	197.5
61	2010	97	Sanjay	10-Dec-81	SC	Commerce	Qualified	157
62	2010	98	Susheela Devi	24-Feb-73	UR	Consumer Affairs	Qualified	190.5
63	2010	101	Kailash Chand	1-May-77	SC	Telecom	Qualified	171
64	2010	102	Jagdish Chander	1-Sep-74	UR	Telecom	Qualified	171
65	2010	104	Madan Mohan Dass	15-May-73	SC	Agri & Corp.	Qualified	192.5
66	2010	105	Amit Kumar	5-Sep-76	SC	Agri & Corp.	Qualified	195.5
67	2010	106	Sanjay Kumar	25-Oct-74	UR	Agri & Corp.	Qualified	185
68	2010	107	Naresh Kumar	20-Apr-76	SC	Defence	Qualified	177.5
69	2010	109	Meena Kumari (Ms.)	4-Jan-71	UR	MHA	Qualified	182
70	2010	110	Amit Kumar	6-Oct-78	UR	Expenditure	Qualified	176
71	2010	111	Bhanu Prakash	3-Mar-79	UR	Agri & Corp.	Qualified	165
72	2010	112	Priti Khanna	4-Aug-76	UR	Agri & Corp.	Qualified	182
73	2010	113	Subash Kumar	10-Jan-78	SC	Agri & Corp.	Qualified	192.5
74	2010	114	Shailender Kumar	17-Oct-74	UR	Education	Qualified	185.5
75	2011	115	<b>Lal Bihari Gupta</b>	<b>10-Oct-74</b>	<b>UR</b>	<b>DPIIT</b>	Qualified	199.5
76	2011	117	Balbir Singh	12-Nov-63	UR	Expenditure	Qualified	183.5
77	2011	118	Bairister Pandit	14-Sep-66	UR	Expenditure	Qualified	168.5
78	2011	119	<b>Ashok Kumar</b>	<b>30-Jun-71</b>	<b>UR</b>	<b>Expenditure</b>	Qualified	209.5
79	2011	120	<b>Sandeep Kumar</b>	<b>25-Apr-76</b>	<b>UR</b>	<b>DPIIT</b>	Qualified	203.5
80	2011	123	<b>Shailesh Kumar</b>	<b>8-Jan-81</b>	<b>UR</b>	<b>UPSC</b>	Qualified	203.5
81	2011	124	Meena Kumari Mandal	9-Mar-72	UR	H&UA	Qualified	186.5
82	2011	126	<b>Ganesh Kumar</b>	<b>8-Jan-68</b>	<b>UR</b>	<b>H&amp;UA</b>	Qualified	192.5
83	2011	127	<b>Usman Ali</b>	<b>3-Mar-67</b>	<b>UR</b>	<b>Shipping</b>	Qualified	196
84	2011	128	<b>Kamal Kishore</b>	<b>5-Jun-70</b>	<b>UR</b>	<b>Petroleum &amp; NG</b>	Qualified	190.5
85	2011	129	<b>Suresh Kumar</b>	<b>1-Jun-66</b>	<b>UR</b>	<b>Steel</b>	Qualified	184.5
86	2011	130	Raghuvinder Pratap	10-Sep-72	UR	MHA	Qualified	202
87	2011	131	<b>Pratap Singh</b>	<b>1-Sep-74</b>	<b>UR</b>	<b>MHA(PMO)</b>	Qualified	199.5
88	2011	132	<b>Govind Ballabh</b>	<b>30-Apr-72</b>	<b>UR</b>	<b>MHA</b>	Qualified	199.5
89	2011	134	Prakash Kumar Meena	1-May-68	ST	Health & FW	Qualified	180.5
90	2011	136	<b>Ramesh Kumar</b>	<b>14-Jan-70</b>	<b>SC</b>	<b>Health &amp; FW</b>	Qualified	193.5
91	2011	137	<b>Puran Chand</b>	<b>15-Mar-69</b>	<b>SC</b>	<b>Fertilizers</b>	Qualified	200.5
92	2011	138	<b>Shive Kumar</b>	<b>13-May-65</b>	<b>SC</b>	<b>MHA</b>	Qualified	192
93	2011	139	<b>Renu Singh</b>	<b>23-Sep-71</b>	<b>UR</b>	<b>MSME</b>	Qualified	181.5
94	2011	143	Banwari Lal Meena	18-Oct-61	ST	Agri & Corp.	Exempted	NA
95	2011	145	Ambica Sah	25-Jan-72	ST	Agri & Corp.	Qualified	166.5
96	2011	147	Mahender Kumar	15-Jan-63	SC	Education	Exempted	NA
97	2011	149	Surinder Pal	2-Apr-62	SC	S&T	Exempted	NA
98	2011	151	Harish Chandra	10-Oct-64	UR	Food & PD	Qualified	191.5
99	2011	154	Govind Singh	7-Jul-65	UR	Expenditure	Qualified	184
100	2011	156	Madan Sah	12-Jan-65	ST	UPSC	Qualified	183.5
101	2011	157	Krishan Kumar	13-Jan-62	UR	Expenditure	Exempted	NA
102	2011	162	Bhuwan Chandra Arya	11-Jan-64	SC	Agri & Corp.	Qualified	176
103	2011	164	Vinod Kumar Sharma	4-Jan-63	UR	Agri & Corp.	Exempted	NA
104	2011	165	Dinesh Singh Rawat	6-Jun-64	UR	UPSC	Qualified	180
105	2011	167	Zile Singh	1-Dec-64	UR	Posts	Qualified	172
106	2011	168	Harvir Singh	20-Sep-69	UR	Telecom	Qualified	174.5
107	2011	173	Veer Pal Rathe	21-Mar-63	SC	Expenditure	Exempted	NA
108	2011	174	Digamber Singh Rawat	11-Sep-66	UR	Defence	Qualified	187
109	2011	176	V. Venkataramana	13-Jun-70	SC	DOPT	Qualified	172
110	2011	177	Sudhir Kumar Singh	8-Aug-71	UR	Agri & Corp.	Qualified	184
111	2011	192	Kartar Singh	12-Sep-73	SC	MHA	Qualified	174
112	2011	193	Meetu Sharma	28-Nov-80	UR	MHA	Qualified	206
113	2011	194	Pradeep Kumar	26-Oct-83	UR	MHA(PMO)	Qualified	200
114	2011	195	Suchi Bhatia	13-Apr-83	UR	MHA(PMO)	Qualified	194.5
115	2011	196	Sunder Singh Tanwar	27-Mar-77	SC	Env. & Forests	Qualified	161
116	2011	197	Ramesh Kumar	30-Jun-82	SC	Power	Qualified	199
117	2011	198	Satish Kumar	16-Feb-73	SC	S&T	Qualified	175.5
118	2011	199	Smt. Uttara Yadav	26-Apr-82	UR	S&T	Qualified	170.5
119	2011	200	Rajashree Dutta	27-May-75	UR	Defence	Qualified	191
120	2011	201	Saurabh Verma	7-Sep-80	UR	Rural Dev.	Qualified	185
121	2011	202	Sumit Arora	23-Sep-80	UR	Agri & Corp.	Qualified	197

122	2011	<b>203</b>	Narendra Kumar Sharma	16-Sep-80	UR	MHA(PMO)	Qualified	166
123	2011	<b>204</b>	Mukesh Kumar	18-Jan-81	SC	Agri & Corp.	Qualified	178
124	2011	<b>205</b>	Mahesh Chand	27-Aug-84	UR	Agri & Corp.	Qualified	189.5
125	2011	<b>206</b>	Smt. Taposi Howlader	19-Nov-70	SC	S&T	Qualified	157
126	2011	<b>207</b>	Kaberi Sarkar	05-Sep-66	UR	H&UA	Qualified	158

**Proforma**

**Proforma w.r.t. DoP&T's OM No. 11/3/2021-CS.II(B) dated 01.11.2021**

Sr. No.	Name of the official	DOB	Screening Committee recommendation (Fit/Unfit)	Whether clear from vigilance angle	If unfit, the reasons thereof



## List for communication address

S. No.	Communication address
1	<b>US</b> (Admn.), D/o Agriculture, Cooperation & FW, Krishi Bhavan, New Delhi.
2	<b>US</b> (Admn.), M/o Civil Aviation, Rajiv Gandhi Bhavan, New Delhi.
3	<b>US</b> (Admn.), M/o Coal, Shastri Bhavan, New Delhi.
4	<b>US</b> (Admn.), M/o Commerce & Industry, Udyog Bhavan, New Delhi.
5	<b>US</b> (Admn.), M/o Commerce( Supply Division), Nirman Bhavan, New Delhi.
6	<b>US</b> (Admn.), D/o Consumer Affairs, Krishi Bhavan, New Delhi.
7	<b>US</b> (Admn.), M/o Corporate Affairs, Shastri Bhavan, New Delhi.
8	<b>US</b> (Admn.), D/o Culture, Shastri Bhavan, New Delhi.
9	<b>US</b> (Admn.), M/o Defence, 'B' Wing, Sena Bhavan, New Delhi.
10	<b>US</b> (Admn.), DoP&T, North Block, New Delhi.
11	<b>US</b> (Admn.), DPIIT, Udyog Bhavan, New Delhi.
12	<b>US</b> (Admn.), M/o Earth Sciences, Prithvi Bhavan, New Delhi.
13	<b>US</b> (Admn.), D/o Education, Shastri Bhavan, New Delhi.
14	<b>US</b> (Admn.), M/o Env. & Forests, Indira Paryavaran Bhavan, New Delhi.
15	<b>US</b> (Admn.), D/o Expenditure, North Block, New Delhi.
16	<b>US</b> (Admn.), D/o Fertilizers, Shastri Bhavan, New Delhi.
17	<b>US</b> (Admn.), D/o Food & Public Distribution, Krishi Bhavan, New Delhi.
18	<b>US</b> (Admn.), M/o Health & Family Welfare, Nirman Bhavan, New Delhi.
19	<b>US</b> (Admn.), M/o Home Affairs, North Block, New Delhi.
20	<b>US</b> (Admn.), M/o Housing & Urban Affairs, Nirman Bhavan, New Delhi.
21	<b>US</b> (Admn.), M/o Information & Broadcasting, Shastri Bhavan, New Delhi.
22	<b>US</b> (Admn.), M/o Jal Shakti, D/o Water Resources, RD & GR, Shram Shakti Bhavan, New Delhi
23	<b>US</b> (Admn.), M/o Jal Shakti, D/o Drinking Water & Sanitation, 8 <sup>th</sup> Floor, Pt. Deendayal Antoyadaya Bhawan, CGO Complex, Lodhi Road, New Delhi-3.
24	<b>US</b> (Admn.), M/o Labour, Shram Shakti Bhavan, New Delhi.
25	<b>US</b> (Admn.), D/o Legal Affairs, Shastri Bhavan, New Delhi.
26	<b>US</b> (Admn.), M/o MSME, Udyog Bhavan, New Delhi.
27	<b>US</b> (Admn.), M/o Mines, Shastri Bhavan, New Delhi.
28	<b>US</b> (Admn.), M/o Petroleum & Natural Gas, Shastri Bhavan, New Delhi
29	<b>ADG</b> (Admn.), D/o Posts, Dak Bhavan, Sansad Marg, New Delhi.
30	<b>US</b> (Admn.), M/o Power, Shram Shakti Bhavan, New Delhi.
31	<b>US</b> (Admn.), M/o Road, Transport & Highways, Transport Bhavan, New Delhi.
32	<b>US</b> (Admn.), M/o Rural Development, Krishi Bhavan, New Delhi.
33	<b>US</b> (Admn.), D/o Science & Technology, Technology Bhavan, New Delhi.
34	<b>US</b> (Admn.), M/o Shipping, Transport Bhavan, New Delhi.
35	<b>US</b> (Admn.), M/o Skill Development & Entrepreneurship, Shivaji Stadium Annexe Building, Shaheed Bhagat Singh Marg, New Delhi-I 10001
36	<b>US</b> (Admn.), M/o Social Justice & Empowerment, Shastri Bhavan, New Delhi.
37	<b>US</b> (Admn.), M/o Statistics & Programme Implementation, Sardar Patel Bhavan, Sansad Marg, New Delhi-I 10001
38	<b>US</b> (Admn.), M/o Steel, Udyog Bhavan, New Delhi.
39	<b>US</b> (Admn.), D/o Telecommunication, Sanchar Bhavan, New Delhi.
40	<b>US</b> (Admn.), UPSC., Dhoolpur House, Shahjahan Road, New Delhi
41	<b>US</b> (Admn.), M/o Women & Child Development, Shastri Bhavan, New Delhi
42	<b>US</b> (Admn.), M/o Youth Affairs & Sports, Shastri Bhavan, New Delhi
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