

No. 13/2/2021-CS.II(B)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
CS.II(B) Section

3rd Floor, Lok Nayak Bhawan
Khan Market, New Delhi- 110003
Dated: - 17th June, 2021

OFFICE MEMORANDUM

Subject: Grant of ad-hoc promotion of the Junior Secretariat Assistants belonging to SL-2013 to the grade of Senior Secretariat Assistants under seniority Quota - regarding.

The undersigned is directed to say that it has been decided to fill up the vacancies of SL-2021 of the grade of Senior Secretariat Assistant grade by promoting the eligible Junior Secretariat Assistants of SL-2013 purely **on ad-hoc basis** from amongst **the JSAs of Select List 2013 and also all the unabsorbed JSAs of previous zones who have qualified type test or exempted from type test and are completing 8 years' approved service as on 30.06.2021.**

2. The Cadre units of CSCS may conduct the Screening Committee meeting to assess the fitness of the officials on the basis of gradings of APARs, 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 (**Annexure-I**) latest by 24th June, 2021.
4. If any Junior Secretariat Assistant of SL-2013 has not completed the prescribed 8 years of approved service as on 30.06.2021 for any reasons or already left service on account of VRS/Death etc. or has not qualified type test or exempted from type test, the Screening Committee meeting in respect of him/her shall not be conducted.
5. Once the Screening Committee recommendations are received, this Department would issue necessary order for promotion. The officers who have been found fit by the Screening Committee and are clear from vigilance angle will only be given ad-hoc promotion. The promoted officers will be retained in the same cadre unit against the existing vacancies in that cadre unit. If vacancies in the grade of SSA is not available in any cadre unit, the surplus officials will be posted out from that cadre to another.
6. The decision to issue the promotion order centrally at CS 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 Senior Secretariat Assistant on 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.

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7. The willingness of the officials on deputation as to whether they are willing to revert to the cadre to avail of the ad-hoc promotion will be obtained by the Ministry / Department from where the official(s) have proceeded on deputation within one month from the date of issue of final promotion order.

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 24.06.2021 positively.

Encl: - Proforma

Bhagirath Jha
17.06.21
(Bhagirath Jha)

Under Secretary to the Govt. of India
Tel No. 246254020

To

Cadre units of CSCS
(As per Annexure-II)

Annexure-II

Proforma w.r.t. DoP&T's OM No. 13/2/2021-CS.II(B) dated 17.06.2021

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

Annexure-II

S. No.	Communication address
1	US (Admn.), D/o Agriculture, Cooperation & FW, Krishi Bhavan, New Delhi.
2	US (Admn.), M/o Civil Aviation, Rajiv Gandhi Bhavan, New Delhi.
3	US (Admn.), M/o Coal, Shastri Bhavan, New Delhi.
4	US (Admn.), M/o Commerce & Industry, Udyog Bhavan, New Delhi.
5	US (Admn.), M/o Commerce (Supply Division), Nirman Bhavan, New Delhi.
6	US (Admn.), D/o Consumer Affairs, Krishi Bhavan, New Delhi.
7	US (Admn.), M/o Corporate Affairs, Shastri Bhavan, New Delhi.
8	US (Admn.), D/o Culture, Shastri Bhavan, New Delhi.
9	US (Admn.), M/o Defence, 'B' Wing, Sena Bhavan, New Delhi.
10	US (Admn.), DoP&T, North Block, New Delhi.
11	US (Admn.), DPIIT, Udyog Bhavan, New Delhi.
12	US (Admn.), M/o Earth Sciences, Prithvi Bhavan, New Delhi.
13	US (Admn.), D/o Education, Shastri Bhavan, New Delhi.
14	US (Admn.), M/o Env. & Forests, Indira Paryavaran Bhavan, New Delhi.
15	US (Admn.), D/o Expenditure, North Block, New Delhi.
16	US (Admn.), D/o Fertilizers, Shastri Bhavan, New Delhi.
17	US (Admn.), D/o Food & Public Distribution, Krishi Bhavan, New Delhi.
18	US (Admn.), M/o Health & Family Welfare, Nirman Bhavan, New Delhi.
19	US (Admn.), M/o Home Affairs, North Block, New Delhi.
20	US (Admn.), M/o Housing & Urban Affairs, Nirman Bhavan, New Delhi.
21	US (Admn.), M/o Information & Broadcasting, Shastri Bhavan, New Delhi.
22	US (Admn.), M/o Jal Shakti, D/o Water Resources, RD & GR, Shram Shakti Bhavan, New Delhi
23	US (Admn.), M/o Jal Shakti, D/o Drinking Water & Sanitation, 8 th Floor, Pt. Deendayal Antoyadaya Bhawan, CGO Complex, Lodhi Road, New Delhi-3.
24	US (Admn.), M/o Labour, Shram Shakti Bhavan, New Delhi.
25	US (Admn.), D/o Legal Affairs, Shastri Bhavan, New Delhi.
26	US (Admn.), M/o MSME, Udyog Bhavan, New Delhi.
27	US (Admn.), M/o Mines, Shastri Bhavan, New Delhi.
28	US (Admn.), M/o Petroleum & Natural Gas, Shastri Bhavan, New Delhi
29	ADG (Admn.), D/o Posts, Dak Bhavan, Sansad Marg, New Delhi.
30	US (Admn.), M/o Power, Shram Shakti Bhavan, New Delhi.
31	US (Admn.), M/o Road, Transport & Highways, Transport Bhavan, New Delhi.
32	US (Admn.), M/o Rural Development, Krishi Bhavan, New Delhi.
33	US (Admn.), D/o Science & Technology, Technology Bhavan, New Delhi.
34	US (Admn.), M/o Shipping, Transport Bhavan, New Delhi.
35	US (Admn.), M/o Skill Development & Entrepreneurship, Shivaji Stadium Annexe Building, Shaheed Bhagat Singh Marg, New Delhi-110001
36	US (Admn.), M/o Social Justice & Empowerment, Shastri Bhavan, New Delhi.
37	US (Admn.), M/o Steel, Udyog Bhavan, New Delhi.
38	US (Admn.), D/o Telecommunication, Sanchar Bhavan, New Delhi.
39	US (Admn.), UPSC., Dholpur House, Shahjahan Road, New Delhi
40	US (Admn.), M/o Women & Child Development, Shastri Bhavan, New Delhi
41	US (Admn.), M/o Youth Affairs & Sports, Shastri Bhavan, New Delhi

Annexure-I

Proforma w.r.t. DoP&T's OM No. 13/2/2021-CS.II(B) dated 17.06.2021

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