

**TIME BOUND**

No. 4/2/2018-CS.II(A)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
(CS.II Division)

3<sup>rd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi-110003  
Dated: the 2<sup>nd</sup> November, 2018

**OFFICE MEMORANDUM**

**Subject:- Promotion of Personal Assistants (PAs) of CSSS to Private Secretaries (PSs) of CSSS grade on ad-hoc basis – reg.**

The undersigned is directed to refer to this Department's OM of even No. dated 25.10.2018 on the subject mentioned above and to say that all the cadre units were requested to exercise options for further posting in the Ministries/Departments on ad-hoc promotion of eligible PAs to the post of PS latest by 31.10.2018. **It is unfortunate that requisite information has still not been received from most of the cadre units delaying the process inordinately.**

2. All the Cadre units are, therefore, requested to direct the officials, whose names are mentioned in the Annexure-I in OM of even No. dated 25.10.2018 to furnish their option duly attested by the US(Admn./Estt). to this Division by **09-11-2018** positively. The deadline may not be extended further under any circumstances. In case of non receipt of information, DoPT itself will take appropriate action under RTP provisions. Once the posting orders are issued, no further request for preference of posting as well as retention/extension of period in the cadre units will be entertained.

3. All the Cadre units may also ensure that the exercise of conducting DPC within one month from the date of issue of earlier OM of even No. dated 25.10.2018 may be completed on '**Top Priority**' basis and intimated to this department at the earliest. The ad-hoc promotion orders/ notifications are to be issued by concerned cadre units after issuing of posting order by DoP&T.

4. Other terms & conditions mentioned in the OM dated 25.10.2018 would remain unchanged.

  
(Chirabrata Sarkar)

Under Secretary to the Govt. of India  
Telefax: 24623157.

Copy to :US (Admn/Estt.)All cadre units