

F.No.4/3/2020-CS-II(A)  
Government of India  
Ministry of Personnel, PG & Pensions  
Department of Personnel & Training

.....

3<sup>rd</sup> Floor, A Wing, Lok Nayak Bhawan  
New Delhi, the 21<sup>th</sup> June, 2021

**OFFICE MEMORANDUM**

Subject: Promotion of Personal Assistants (PAs) of CSSS to Private Secretaries of CSSS on ad-hoc basis – regarding

The undersigned is directed to say that it has been decided to fill up the vacancies in the Private Secretaries grade of CSSS purely on ad-hoc basis by promoting the eligible Personal Assistants.

2. Accordingly, approval of the competent authority is hereby conveyed for issue of eligibility list in terms of approved service for consideration for promotion to Private Secretary's grade on ad-hoc basis as under:

- i) PAs of Select List 2016 as per **Annexure-I**
- ii) PAs of Select List upto 2015 who are still working as PAs subject to fulfilment of debarment conditions (OM dated 08.04.2011)

3. Successful completion of mandatory Level II training is one of the mandatory eligibility conditions for promotion of PAs as Private Secretaries. Therefore, in respect of PAs who are included in the eligibility list (PAs of 2016 and of previous Select Lists), Cadre Units may ensure that they have successfully completed Level -II Training or exempted (age 58+). The training status of the officer may be verified from service records accordingly.

4. The Cadre units of CSSS may conduct the DPC to assess the fitness or otherwise of the officers included in the eligibility list for their promotion to the grade of Private Secretaries of CSSS on ad-hoc basis. *The recommendations of the DPC in respect of all the officers included in the eligibility list and working in the respective cadre unit along with vigilance clearance of the officers who have been found fit may be furnished by the cadre units with the approval of the competent authority to this Department (CS-II) in the prescribed proforma (**Annexure-II**) by **25.06.2021**.*

Chayitha JLP  
21.06.21

5. If an officer who has been found fit by the DPC is currently undergoing penalty, such cases should also be informed to this Department with details such as date of imposition of penalty, period of penalty etc.

6. Once the DPC recommendations are received, this Department would issue the promotion orders of all officers centrally. The officers who have been found fit by the DPC and clear from vigilance angle will only be given adhoc promotion. The promoted officers will be retained in the same cadre unit against existing vacancies in that cadre unit. The officers who are in excess of sanctioned strength will be transferred out in accordance with RTP provisions.

**7. It is, therefore, emphasized that cadre units will issue orders/notifications for appointment of officers as Private Secretaries on ad-hoc basis only after issue of the promotion orders centrally by this Department.**

8. The ad-hoc promotion of the officers will be subject to outcome on the following court cases:

- (i) The SLP (C) No.30621/2011 arising out of final judgment and order dated 15.07.2011 in CWP No.13218/2009 passed by the Hon'ble High Court of Punjab & Haryana and other connected cases before the Hon'ble Supreme Court;
- (ii) The SLP (C) No.31288/2017 arising out of Hon'ble Delhi High Court judgment dated 23.08.2017 in WP (C) No.3490/2010 filed by the All India Equality Forum & Others vs. UOI & Ors and other related court cases in any competent court; and
- (iii) Any other court case in a connected matter

9. The cadre units are once again requested to conduct DPC meetings immediately along with vigilance clearance of the officers who have been declared fit and forward a copy of the minutes of Screening Committee duly approved by the Competent Authority, to this Department (CS-II Division) by 25.06.2021 positively.

Encl: As above

*Bhagirath Jha*

(Bhagirath Jha)

Under Secretary to the Government of India'

Tel. No.24654020

To

Deputy Secretary (Admn/Estt.) All Cadre Units of CSSS

**ANNEXURE - I to OM.4/3/2020.CS.II(A) dated 21.06.2021**

S.no.	Name (Shri/Smt. /Ms.)	Cadre Unit	Date of Birth	SLY
1	Lala Prabhakar	Agri & Co.	10-06-1979	2016
2	Lakhan Lal Meena	Agri & Co.	05-03-1979	2016
3	Tej Ram Meena	Agri & Co.	29-11-1974	2016
4	Punya Mitra Chakma	Agri & Co.	13-12-1983	2016
5	Rakesh Kumar	Commerce	25-03-1971	2016
6	Madhu Alreja	Earth Science	17-07-1965	2016
7	Nutan Minz	EF&CC	15-01-1980	2016
8	Rana Mukesh Kumar Singh	Expenditure	05-01-1971	2016
9	Pooja Dhingan	H&FW	01-07-1980	2016
10	Roshan Lal	H&FW	05-03-1979	2016
11	Mahesh Chand Meena	H&FW	10-07-1984	2016
12	Lata Ekka	H&FW	06-01-1982	2016
13	Rajendra Singh Meena	H&FW	12-05-1984	2016
14	Maya Ram	H&FW	09-03-1978	2016
15	Prem Chand Mardi	H&FW	05-06-1979	2016
16	Susanta Kumar Naik	H&FW	24-07-1980	2016
17	Ajay Kumar Saroj	Home Affairs	12-05-1985	2016
18	Rounthangpui Khuoptong	Home Affairs	27-04-1981	2016
19	Yugal Kishore Goswami	Home Affairs	02-01-1970	2016
20	Rajesh Kumar Sharma	Home Affairs	11-07-1975	2016
21	V. Balaji	Home Affairs	17-10-1977	2016
22	Sohan Lal Binjhar	HRD	13-06-1984	2016
23	Sandeep C. Bawane	HRD	13-12-1981	2016
24	Dinesh Chandra Jaiswar	I&B	29-12-1980	2016
25	Rajender Kumar	I&B	27-06-1975	2016
26	Seema	I&B	16-09-1979	2016
27	Jai Prakash Meena	I&B	15-05-1978	2016
28	Sanjeev Kumar Besra	I&B	06-05-1983	2016
29	Amit Kumar Srivastava	I&B	11-10-1982	2016
30	Lalmani Prasad	I&B	05-01-1984	2016
31	Sunil	IP&P	10-05-1979	2016
32	Indrajeet Tudu	IP&P	13-05-1977	2016
33	N. Ramakrishnan	Legal Affairs	10-09-1962	2016
34	Sunita	Minority Affairs	18-02-1966	2016
35	Dileshwari Manjhar	P&NG	07-11-1980	2016
36	Rajendra Kumar Meena	P&NG	12-07-1969	2016
37	Babu Lal Meena	P&NG	20-06-1976	2016
38	Darshna Devi	P&NG	11-12-1970	2016
39	K. Mahendra Reddy	Posts	19-04-1979	2016
40	Anandi Lal Meena	RT&H	02-09-1986	2016
41	Hari Singh Meena	Rural Dev.	02-07-1980	2016

42	Pushpendra Kumar Meena	Rural Dev.	19-11-1984	2016
43	Ramawatar Meena	Rural Dev.	01-03-1978	2016
44	Chandra Singh Bonal	S&T	16-02-1977	2016
45	Laxmi Bai Meena	S&T	12-03-1985	2016
46	Deen Dayal Meena	S&T	05-09-1979	2016
47	Arun Kumar	S&T	07-08-1972	2016
48	Jai Narayan Meena	SJ&E	25-12-1977	2016
49	Raj Kumar	Telecom	26-01-1977	2016
50	Jitendra Kumar Meena	Telecom	30-10-1981	2016
51	Kali Charan	Telecom	27-06-1976	2016
52	Ram Kumar	Telecom	08-06-1976	2016
53	Monika Tigga	Tribal Affairs	07-10-1982	2016
54	Raj Kishor Mishra	Urban Dev.	30-07-1981	2016
55	H. Cing Khan Nuam	Water Res.	24-12-1978	2016
56	Sudarshan Kumar	Water Res.	01-04-1981	2016
57	Kusum Lata	WCD	02-11-1977	2016
58	Jayasree S.	WCD	20-02-1974	2016

**ANNEXURE-II TO O.M.NO. 4/3/2020-CS.II (A) DATED 21-06-2021**

Name of the Cadre Unit: Ministry/Department of.....

S.No.	Name of the officer	Date of Birth	Select List year of the PA of CSSS	Whether found fit by the DPC	Whether clear from Vigilance angle	Period of stay (in years) in the present cadre	Parent Cadre of transferred Officer(s), wherever applicable