

**No. 11/1/2020-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: - 15<sup>th</sup> June, 2021

**OFFICE MEMORANDUM**

**Subject: Promotion of SSAs belonging to SL-2009 and the debarred SSAs belonging to SL-2004 to 2008 of Central Secretariat Clerical Service (CSCS) 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.

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 as under:

- (a) SSA of Select List Year, 2009 as per **Annexure-I**
- (b) SSA of Select List Years, 2004 to 2008 as per **Annexure-II**.

3. The Cadre units of CSCS may conduct the Screening Committee meeting to assess the fitness of the officials as annexed in **Annexure-I** and **Annexure-II** 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 (**Annexure-III**) latest by 24<sup>th</sup> June, 2021.

4. In 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, the cadre unit, where he/she is presently posted, may conduct the Screening Committee meeting in respect of him/her. However, the discrepancies, if any, in the list may 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 order for promotion. The officers who have been found fit by the Screening Committee and 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 ASO is not available in any cadre unit, the surplus officials will be posted out from that cadre to another as per RTP guidelines.

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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 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 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 this OM.

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*  
15.06.21  
(Bhagirath Jha)

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

To

Cadre units of CSCS  
(As per Annexure-IV)

## ANNEXURE-I

Sr. NO	SL Year	CSL No.	Name (Shri /MS/Mrs)	DOB	Category	Cadre where working
1	2009	3	Surinder Kumar	10-Nov-64	Gen	I&B
2	2009	4	Surjit Singh Chawla	7-Dec-77	Gen	I&B
3	2009	6	Durga Nand Thakur	5-Jan-76	Gen	H&UA
4	2009	7	Ritesh Ranjan Kumar	3-Feb-78	Gen	H&UA
5	2009	8	M.S Manglik	5-Jan-77	Gen	I&B
6	2009	9	Rajeev Kumar	5-Jan-72	Gen	I&B
7	2009	10	Mukesh Kumar	30-Sep-68	Gen	I&B
8	2009	11	Vipul Kumar Sharma	27-May-74	Gen	I&B
9	2009	12	Anish Kumar Singh	25-Dec-77	Gen	Expenditure
10	2009	13	Sanjay Kumar	25-Feb-78	Gen	Expenditure
11	2009	14	Ganesh Prasad Sharma	10-Oct-75	Gen	Expenditure
12	2009	15	Sanjay Kumar-II	7-Jan-73	Gen	Expenditure
13	2009	17	Raj Kumar Hans	26-Mar-66	SC	UPSC
14	2009	18	Ved Prakash Singh	05-Feb-69	Gen	UPSC
15	2009	19	Ram Naresh Barnwal	2-Nov-75	Gen	UPSC
16	2009	21	Kumar Rakesh Raushan	1-Mar-77	Gen	Expenditure
17	2009	22	Sushil Kumar Mishra	8-Jun-79	Gen (OH)	Expenditure
18	2009	25	Jai Kishore Thakur	2-Feb-72	Gen	Civil Aviation
19	2009	26	Dinesh Baxla	17-Mar-79	ST	Civil Aviation
20	2009	28	Ramhit Shukla	1-Jan-64	Gen	UPSC
21	2009	29	Sanjay Kumar	9-Jan-76	SC	UPSC
22	2009	30	Basant Lal	15-Jul-64	Gen	MHA
23	2009	32	Kamal Maurya	07-Aug-80	SC	Defence
24	2009	33	Rakesh Kumar	1-Apr-66	Gen	Commerce
25	2009	34	Rashmi Sharma	2-Apr-81	Gen	Commerce
26	2009	35	Sunil Shah	5-Jul-78	Gen	Env. F&CC
27	2009	36	Kulvir Singh	08-Jul-80	Gen	MHA
28	2009	37	Sarbjeet Kaur	24-Jun-79	Gen	MHA
29	2009	38	Baby Rani	27-Jun-80	SC	Expenditure
30	2009	39	Prithviraj Nath	29-Jan-85	Gen	Expenditure
31	2009	41	Devender Kumar	12-Aug-79	Gen	MHA
32	2009	42	Naresh Chand	25-Sep-71	Gen	Expenditure
33	2009	46	Bhagchand Singh	3-Aug-64	Gen	Power
34	2009	47	Vinod Kumar	5-Feb-67	Gen	I&B
35	2009	48	Dharampal Singh Arya	22-Jun-61	Gen	I&B
36	2009	50	Prem Ram	10-Jul-62	SC	I&B
37	2009	51	Bipin Sameer Karketta	13-Sep-76	ST	Rural Dev.
38	2009	52	Sanjay Chaudhary	28-Aug-81	Gen	Expenditure
39	2009	53	Vinod Kumar	14-Nov-72	Gen	Expenditure
40	2009	54	Ratan Sardar	12-Feb-66	SC	Commerce
41	2009	55	Ravi Bhushan	9-Sep-67	Gen	Rural Dev.
42	2009	57	Jagbir Singh	1-Jun-63	Gen	Agri. C&FW
43	2009	59	Radhey Shyam	20-Sep-69	Gen	Agri. C&FW
44	2009	62	Nandan Kumar Singh	5-Mar-73	Gen	MHA
45	2009	64	Vijay Kumar Jha	20-Nov-76	Gen	Fertilizers
46	2009	66	Jagdish Singh	1-Jan-62	Gen	Jal Shakti(WR)
47	2009	68	Sunil Kumar Verma	5-Jan-74	Gen	DPIIT
48	2009	69	Rajesh Kumar Sinha	4-Jun-73	Gen	Labour & Emp.
49	2009	77	K.K.Kamlendu	1-Mar-77	Gen	MHA
50	2009	78	Pankaj Kumar	6-Jul-74	Gen	MHA

51	2009	79	Sanjoy Das Roy	6-Nov-74	Gen	H&UA
52	2009	80	Rajeev Kumar Deo	27-Jan-75	Gen	H&UA
53	2009	82	Jitendra Kumar	23-Jan-77	Gen	Civil Aviation
54	2009	84	Kuldip Singh Rawat	25-Jul-69	Gen	Telecom
55	2009	87	Rajesh Kumar Verma	15-Dec-78	Gen	MHA
56	2009	89	Rajeev Ranjan	6-Feb-79	Gen	H&UA
57	2009	90	Bipin Prakash	7-Jan-71	Gen	Agri. C&FW
58	2009	92	Abhinav Singh	26-Jul-75	SC	Telecom
59	2009	94	Neelima Minz	1-Dec-76	ST	Env. F&CC
60	2009	96	Michael Richard Robert	03-Jan-73	ST	Telecom
61	2009	98	Vikramaditya Tudu	17-May-77	ST	MHA
62	2009	99	Sushil Pradeep Toppo	10-Jan-75	ST	MHA
63	2009	103	Harish Chander	10-Jul-61	Gen	Agri. C&FW
64	2009	104	Jai Prakash Singh	10-Jan-62	Gen	Jai Shakti(WR)
65	2009	105	Bhim Singh Chaudhary	1-Jan-70	Gen	UPSC
66	2009	106	Narotam Chand	29-Sep-63	Gen	DOPT
67	2009	109	Naresh Chander	23-Oct-64	Gen	Power
68	2009	110	Dinesh Chandra Dhandiyal	8-Jan-64	Gen	SJ&E
69	2009	114	Ram Nath Sah	2-Mar-62	ST	I&B
70	2009	125	Ram Nath Prasad	11-Jun-61	Gen	Consumer Affairs
71	2009	130	Rajan	19-Nov-76	Gen	Rural Dev.
72	2009	131	Sonia (Smt)	25-Sep-80	SC	Labour & Emp.
73	2009	132	Mohini Vlj (Smt)	20-Jan-62	Gen	YA&S
74	2009	133	Sandeep Sharma	25-Oct-78	Gen	I&B
75	2009	134	Shanti Devi (Smt)	7-Jun-62	Gen	Rural Dev.
76	2009	135	Kamia	8-Jul-66	SC	Supply Div.
77	2009	136	Rakesh Kumar	13-Jan-77	SC	Supply Div.
78	2009	137	Ravinder Kumar	6-Aug-81	SC	Civil Aviation
79	2009	138	Manmohan Singh	3-Apr-74	Gen	Fertilizers
80	2009	140	Sanjeev Kumar Babra	5-Jul-78	SC	Power
81	2009	141	Man Mohan	6-Dec-77	Gen	Env. F&CC
82	2009	141A	Rajendra Prasad kainthola	02-Jul-76	Gen	WCD
83	2009	142	Govind Kumar	22-Nov-79	Gen	HRD
84	2009	144	Manoj Kumar	10-Aug-78	Gen	Civil Aviation
85	2009	145	Sunita Thakur	20-Dec-62	Gen	H&UA
86	2009	146	Ch. V.S. Madhavi	19-Mar-72	Gen	SJ&E
87	2009	147	Umesh Kumar Nawani	1-Dec-73	Gen	I&B

## ANNEXURE-II

Sr. NO	SL Year	CSL No.	Name (Shri /MS/Mrs)	DOB	Category	Cadre where working
1	2005	48	Pankaj Kumar Mishra	05-Jan-74	Gen	MHA
2	2005	76	Prabhaker Mishra	13-Jan-74	Gen	MHA
3	2005	277	Senthuran M	28-May-70	SC	Legal Affairs
4	2005	285	Manoj Kumar	17-Sep-63	Gen	Posts
5	2006	8	Mukesh Kumar Tinna	15-Aug-76	Gen	H&UA
6	2007	70	Rajesh Kumar Kesari	28-Aug-73	Gen	MHA
7	2007	79	Satendra Kumar	01-Jul-74	Gen	Coal
8	2007	99	Abdul Moheeb	15-Aug-76	Gen(OH)	Civil Aviation
9	2007	132	Pradeep Kumar	30-Jun-79	Gen	Posts
10	2007	316	Rakesh Kumar	23-Sep-76	SC	MHA
11	2008	14	Niranjan Dowari	10-Jul-65	Gen	H&UA
12	2008	19	Bhojrao Manik Rao Likhar	05-Dec-68	ST	H&UA
13	2008	41	Raj Kishore Mahto	26-Jun-72	ST	H&UA
14	2008	44	Ved Prakash Yadav	08-Nov-62	Gen	S&T

**Annexure-III**

**Proforma w.r.t. DoP&T's OM No. 11/1/2020-CS.II(B) dated 15.06.2021**

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

**Annexure-IV**

<b>S. No.</b>	<b>Communication address</b>
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-110001
36	<b>US</b> (Admn.), M/o Social Justice & Empowerment, Shastri Bhavan, New Delhi.
37	<b>US</b> (Admn.), M/o Steel, Udyog Bhavan, New Delhi.
38	<b>US</b> (Admn.), D/o Telecommunication, Sanchar Bhavan, New Delhi.
39	<b>US</b> (Admn.), UPSC., Dholpur House, Shahjahan Road, New Delhi
40	<b>US</b> (Admn.), M/o Women & Child Development, Shastri Bhavan, New Delhi
41	<b>US</b> (Admn.), M/o Youth Affairs & Sports, Shastri Bhavan, New Delhi

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