

No.A-23011/1/2012-Adm.I
Government of India
Ministry of Corporate Affairs

5th Floor, 'A' Wing, Shastri Bhawan
Dr.R.P. Road, New Delhi – 110 001

Dated : 2nd February, 2012

OFFICE MEMORANDUM

Subject: Upgradation/preparation of Common Seniority List of Personal Assistants of CSSS upto Select List Year 2009 as on 01.07.2011 – circulation thereof.

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The undersigned is directed to refer to DoPT's O.M.No..4/7/2011-CS.II(A) dated 17.01.2012 on the above mentioned subject (copy enclosed). It is requested that the discrepancy, if any, in the details given against their names, in the draft seniority list (placed in the website of DoP&T) may be brought to the notice of the undersigned **latest by 14.02.2012** for forwarding to DoPT for updation of the Seniority List.


- (J.S. Gupta)

Under Secretary to the Govt. of India

To

All Personal Assistants (PA) of CSSS, MCA
Copy to e-Governance Cell with a request to upload the OM on MCA website.

No.4/7/2011-CS.II (A)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

Lok Nayak Bhavan, Khan Market, New Delhi.

Dated 17th January 2012

Office Memorandum

Subject:- Updation/preparation of Common Seniority List of Personal Assistants of CSSS upto Select List Year 2009 as on 1.7.2011 - circulation thereof.

The undersigned is directed to circulate herewith updated Common Seniority List of Personal Assistants of CSSS upto the Select List Year 2009. The Common Seniority List upto 2003 has been updated and Common Seniority List from Select List Year 2004-2009 has been prepared on the basis of: (a) PAs of CSSS appointed against Seniority Quota for the Select List 2004 -2009 and (b) PAs of CSSS appointed on the basis of the results of Limited Departmental Competitive Examination 2004-2009 conducted by the SSC, by interpolating them in the ratio of 1:1.

2. On the basis of information received from the Cadre units, the names of PAs who have already been appointed as PS/SO/ superannuated/ taken Voluntary Retirement/ absorbed etc., before 1.7.2011 have been deleted from the list. Further, wherever required, corrections regarding date of birth, spelling of the name(s) etc have also been carried out in the list. Cadre Units are aware that seniority position of PAs upto Select List 2003 has already been finalised/settled.

3. Cadre Units are requested to circulate the draft Common Seniority List to all the officials concerned and they may be requested to submit representations/objections, if any, with regard to factual inaccuracy which may be forwarded to this Department for appropriate action. Cadre Units are also requested to verify the correctness of the particulars/ furnish particulars such as date of regular appointment, date of birth, wherever required of the officials in the list. If the name of any PA has been left out inadvertently from being included in the list, the names of such officials along with their particulars may be forwarded to this Department. Cadre Units are requested that the factual inaccuracies/deficiencies, if any may be brought to the notice of this Department immediately but not later than 17.2.2012. If no information is received from the Cadre units by the stipulated date, it will be presumed that there is no factual inaccuracy in the said list and the Common Seniority List will be finalised accordingly. Requests received after the stipulated date will be not be entertained.

4. The list may be seen/downloaded on/from the website of this Department:

[www.http://persmin.nic.in](http://persmin.nic.in) →

DOP&T →

Central Secretariat →

Central Secretariat Stenographers Service (CSSS) →

Common Seniority List →

PA



(Kiran Vasudeva)

Under Secretary to the Government of India

Tel.No. 24623157

To

All Cadre Units of CSSS.