

No. 3-3(C)/2025-E.I

Dated 16.12.2024

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To

The Directors/Heads of all CSIR Labs/Instts.

Sub: Departmental Promotion Committees (DPC) Meeting for the posts of SO (Gen/F&A/S&P) & PS for the Vacancy Year 2025 – reg.

Madam/Sir,

The DPC meeting for considering promotion of the ASOs (Gen/F&A/S&P) & Sr. Stenos to the posts of SO (Gen/F&A/S&P) & PS for the Vacancy Year 2025 is to be convened shortly at CSIR Hqrs.

2. Enclosed list contains the tentative details of ASOs (Gen/F&A/S&P) & Sr. Stenos likely to be in the Vacancy Zone.
3. Accordingly, it is requested that, the following information/documents may kindly be provided in respect of the officials (as mentioned at Annexure-I,II,III&IV) of your Lab/Instt :-
 - (i) **Original O-APARs for the years 2018-19, 2019-20, 2020-21, 2021-22 & 2022-23 (i.e. only Five Years O-APARs).** In case of non-availability of any O-APAR for the aforesaid period from 2018-19 to 2022-23, the reason for non-availability may be enclosed and additional previous O-APARs in respect of concerned officials may be forwarded.
 - (ii) A certificate should be given in enclosed proforma (format enclosed) in respect of O-APARs of each official.
 - (iii) It is advised that photocopies of ACRs/O-APARs may be retained at your end for your records at your Lab/Instts.
 - (iv) It may also be certified as to whether: -
 - a. He/she/they is/are under suspension
 - b. Any charge-sheet has been issued to him/her/them and disciplinary proceeding(s) is /are pending against him/her/them.
 - c. Any prosecution for a criminal charge(s) is/are pending against him/her/them; and
 - d. He/she/they is/are undergoing any penalty imposed on him/her/them under
 - e. Vigilance clearance in accordance with CVO Circular No.15-6(83)/98-O&M-III dated 04.03.2022
4. The above information/documents duly completed in all respects may kindly be sent to this office through email latest by **19.12.2024**. (The scanned copies of the O-APARs may be sent through email followed by Original O-APARs through post.)

Yours faithfully,

(Sunil Kumar)

Under Secretary

Phone. No. 011-23470344

Email ID : ccoe1@csir.res.in

Encl : (i) List of Officers (Annexure –I,II,III&IV)
(ii) O-APAR certificate format

Tentative details of Eligible ASOs (Gen/F&A/S&P) and Sr. Stenos who are likely to be in the Vacancy Zone for being considered for promotion to the posts of SOs (Gen/F&A/S&P) and PSs for the Vacancy Year 2025.

Annexure – I

ASO (G)

Sl. No.	Name and Educational Qualification	D.O.B.	D.O.A. ASO (Gen)	D.O.A. SSA/JSA (Gen)	Lab/Instt	SC/ST/PH	Remarks
1.	Ms. Sudesh Arora M.A	27.02.65	11.07.2003	24.03.1992	NPL		DTQ Debarred upto 19.12.24
2.	Sh. Geeg Raj Saini HSC	15.01.66	29.04.2005	22.04.1996 10.08.1992	NEERI		DPC Debarred upto 07.08.25
3.	Ms. Sandhya B Gokhe, HSC	15.02.67	04.07.2005	15.05.1997 02.11.1992	NEERI	ST	DPC Debarred upto 29.07.25
4.	Ms. Liberata Fernandes, B.Com	23.07.66	25.07.2007	22.02.2002 30.08.1997	NIO		DPC
5.	Sh. A.S. Badheka BA	28.12.71	18.01.2008	08.07.2002 20.06.1997	CSMC RI		DPC
6.	Ms. Nisha Vij B.Com	10.04.66	21.11.2008	22.02.2001 16.09.1991	IIIM		DPC
7.	Sh. T. Ebenezer Rajendran, BBA	27.07.72	13.10.2010		CECRI		DTQ
8.	Sh. Narasimha Murthy, M.Com	27.12.71	13.10.2010	26.11.1999 (JST)	NAL		DTQ
9.	Sh. Sudip Ghosh B.Com	04.11.71	18.10.2010		CGCRI		DTQ
10.	Sh. Bushra Masrur B.Com	19.07.72	18.10.2010		CFTRI		DTQ
11.	Sh. Shiv Kumar BA	05.06.68	13.10.2010		CBRI	SC	DTQ
12.	Sh. Kondapalli Srinivasa Rao, B.Com	01.02.74	22.11.2010	05.07.2004 (JST)	NAL		DTQ
13.	Ms. Lalita Jayant Sonavane, BA	16.05.66	28.04.2009	09.01.2003 14.10.1999	NAL	SC	DPC
14.	Sh. Venkataramana Swamy HG, B.Sc	06.04.72	28.04.2009	09.01.2003 01.12.1999	NAL		DPC
15.	Sh. Prakash MM B.Com	19.12.71	28.04.2009	09.01.2003 02.11.1999	NAL		DPC
16.	Smt. Swati Sadanand Kelkar, B.Com	05.08.65	13.05.2009	24.02.2003 18.05.1998	NIO		DPC
17.	Sh. Sudhir Kumar BA	05.01.66	04.12.2009	14.09.2001 17.03.1997	CBRI	SC	DPC
18.	Sh. Manmohan Singh Grover, 10 th	11.08.68	22.12.2009	01.04.1994 09.01.1985	CSIR Cx.		DPC
19.	Sh. Surendra Singh Inter	17.06.74	24.12.2009	16.09.1997 06.08.1993	CSIR HQ.		DPC
20.	Sh. Hemant Kumar MA	18.03.73	01.04.2010	20.01.2004 21.08.1996	IGIB	SC	DPC
21.	Sh. Sanjay Sadawarti MA	09.09.72	01.04.2010	24.09.2004 30.12.1996	IGIB	ST	DPC
22.	Sh. Nyniappan V BA	08.07.69	14.10.2010	29.04.1997 12.08.1991	CLRI		DPC

Sl. No.	Name and Educational Qualification	D.O.B.	D.O.A. ASO (Gen)	D.O.A. SSA/JSA (Gen)	Lab/Instt	SC/ST/PH	Remarks
23.	Sh. Pranjal Dhar Divedi	01.05.82	22.11.2010		NIScPR		DRQ
24.	Ms. V. Sridevi MA	14.11.75	18.11.2010	22.10.1999 06.09.1996	CMC	SC	DPC
25.	Ms. Geeta 12 th	28.02.73	30.12.2010	12.09.2000 20.09.1996	CSIR HQ	SC	DPC
26.	Ms. M. Vinodini BA	15.06.70	24.01.2011	28.11.1995 24.12.1990	NGRI	ST	DPC
27.	Mrs. G. Prabha Raghavan Rao, SSC	05.07.67	01.03.2011	14.05.1999 10.10.1995	NEERI	ST	DPC
28.	Sh. Basavaraju C MA	17.03.68	02.11.2011 (AN)	04.09.2002 06.05.1998	CFTRI	SC	DPC
29.	Sh. Ravi Chand Inter	20.08.68	03.11.2011	08.12.1999 04.09.1996	NPL	SC	DPC
30.	Sh. Gurcharan Singh Inter	26.08.71	02.01.2012	23.06.1997 13.11.2003	CSIR Cx	SC	DPC
31.	Ms. Shashi Singh 12 th	19.01.70	02.01.2012	18.07.2001 10.04.1997	CSIR HQ	SC	DPC
32.	Sh. Mithu Hari Matric	03.04.79	01.02.2012	20.03.2002 02.05.1997	CIMFR	SC	DPC
33.	Sh. Rajendra Prasad L, SSLC, DCA	24.06.72	20.02.2012	09.01.2006 16.09.2002	NAL	SC	DPC
34.	Sh. Asit Wilson Kujur BA	19.01.82	28.12.2011		CSIR HQ	ST	DTQ
35.	Sh. Arun Kumar B.Sc	30.10.76	29.12.2011		NBRI	SC	DTQ
36.	Sh. Sant Lal BA	14.11.73	30.12.2011		CIMAP	SC	DTQ
37.	Sh. Rupenderjit High School	14.03.77	04.04.2012	28.09.2004 20.07.2000	NPL	SC	DPC
38.	Ms. Minakshi S Meshram, B.Com	30.01.70	07.08.2012	31.01.2002 24.11.1998	NEERI	SC	DPC
39.	Sh. Vijaya Kumar R M.Com	05.12.77	26.12.2012	28.02.2008 05.01.2004	NAL	SC	DTQ

Annexure - II**ASO (F&A)**

Sl. No	Name and Educational Qualification	D.O.B.	D.O.A. as ASO (F&A)	D.O.A. SSA/JSA (F&A)	Lab/Instt	SC/ ST/ PH	Remarks
1.	Ms. Kusum Lata BA, B.Ed	05.03.70	17.02.2012 (AN)		CSIO		DPC
2.	Sh. Shankar B H B.Com	17.01.74	29.12.2011	25.02.2005 16.11.2001	NAL		DTQ
3.	Ms. Kalamathi R Ambarasu M.Com, B.Ed	21.07.71	29.12.2011		IICT		DTQ
4.	Sh. D.S. Chauk B.Com	15.08.65	28.12.2011		NCL		DTQ
5.	Sh. Probin Kr. Phukan, B.Com	27.02.66	30.12.2011		NEIST		DTQ
6.	Ms. K. Uma Maheswari, BA	28.09.80	28.12.2012		SERC		DTQ
7.	Ms. Seema Sharma, B.Com	14.07.71	27.12.2012		CSIR HQ		DTQ
8.	Ms. Sunita Yadav BA	03.02.76	29.01.2013		CSIR Cx		DTQ
9.	Sh. Jitender Singh Negi, B.Com	16.06.79	27.12.2012		IIP		DTQ
10.	Sh. Ajay Kumar BA	01.03.80	31.12.2012		CDRI		DTQ
11.	Sh. A.L. Sahoo M.Com	01.11.65	27.12.2012		CIMAP		DTQ
12.	Sh. Ranjan Kumar Sinha, I.Sc	29.01.80	25.03.2014		CIMFR		DPC
13.	Sh. Vinod Kumar Meena, BA	26.01.65	03.05.2016	24.12.1999 06.05.1996	IIIM	ST	DPC

Annexure - III**ASO (S&P)**

Sl. No	Name and Educational Qualification	D.O.B.	D.O.A. as ASO (S&P)	D.O.A. SSA/JSA (S&P)	Lab/Inst t	SC/ ST/ PH	Remarks
1.	Sh. M. Palanisamy B.E.(Mech)	24.03.70	17.07.1997		SERC	SC	DRQ Debarred for promoton upto 03.03.25)
2.	Sh. Nalin Kumar	17.03.79	01.03.2005		CIMFR		DRQ (Debarred for promoton upto 03.01.25)
3.	Sh. Rais Ahmed Intermediate	10.04.68	03.05.2007		CSIO		DPC (Debarred for promoton upto 06.03.25)
4.	Sh. Kalam Singh Chauhan, BA	17.12.70	24.05.2008		CBRI	ST	DPC (Debarred for promoton upto 27.06.25)
5.	Sh. Damodara E B.Com	03.10.71	28.04.2009	09.01.2003 11.01.1999	NAL	SC	DPC
6.	Sh. Ravikumar C Dip.In Civ.Engg, BA	09.12.74	29.04.2009		CFTRI		DPC
7.	Sh. Bisweswar Das	11.01.66	08.05.2009		IICB	SC	DPC
8.	Sh. B.C. Dhurua BA, PGDMM	08.10.73	03.07.2009		IMMT	ST	DPC
9.	Sh. Mokshendra N B.Com, DME, NAC	19.07.68	01.02.2010	09.01.2003 03.11.1999	NAL		DPC
10.	Sh. Vijendra Singh 12 th	11.06.66	07.05.2010	09.08.1999 03.09.1984	CEERI		DPC
11.	Sh. P.G. Kelapure B.Sc	31.03.69	09.08.2010		NEERI		DPC
12.	Sh. M P Chouganjkar, B.Com	09.06.72	09.08.2010		NEERI		DPC

Annexure - IV

Sr. Stenographers

Sl. No.	Name and Educational Qualification	D.O.B.	D.O.A. Sr. Steno	D.O.A. Jr. Steno	Lab/Instt	SC/ ST/ PH	Remarks
1.	Ms. Masthamma M. B.Com.	31.07.73	04.09.2002	07.12.2000	CFTRI		DPC (Refused promotion vide her application dated: 28.11.2024)
2.	Ms. M. Nageswari B.Sc	01.05.77	07.01.2008	11.09.2002	CECRI		DPC (Debarred for promotion upto 16.03.25)
3.	Ms. T. Chithradevi, BA	04.05.73	07.01.2008	11.09.2002	CECRI		DPC (Debarred for promotion upto 14.03.25)
4.	Sh. Raj Kumar BA	15.08.74	22.01.2009	14.07.2003	CDRI	SC	DPC
5.	Sh. Mohammad Sufiyan, B.Com	14.11.75	09.10.2009	07.07.2003	CDRI		DTQ(Refused promotion vide his application dated: 12.12.24)
6.	Ms. D. Umarani BA	06.04.75	15.03.2011	09.07.2003	CECRI		DTQ (Debarred for promotion upto 28.04.25)
7.	Ms. B. Bindu MA	18.05.77	11.02.2011	10.11.2005	NEERI		DPC (Debarred for promotion upto 16.05.25)
8.	Ms. Shashikala B C BA, LLB	17.11.71	20.02.2012	20.12.1999	NAL		DPC (Debarred for promotion upto 11.11.25)
9.	Ms. Shiney John M.Com	21.06.79	21.09.2012	19.05.2003	NCL		DTQ
10.	Sh. S.T. Chouthi HSC	01.06.80	21.09.2012	14.05.2003	NCL		DTQ
11.	Ms. V. Deepalakshmi, B. Com	22.07.82	17.01.2013	03.10.2008	CMC		DTQ
12.	Ms. S.A. Habeebah B.Com	24.01.76	31.01.2013	10.06.2002	SERC		DTQ
13.	Ms. M. Vijayalakshmi B.Com	28.08.67	31.01.2013	03.08.1998	SERC		DTQ
14.	Ms. Moumita Majumdar	09.03.78	05.07.2013	24.12.2004	IICB		DPC
15.	Ms. Bhawna Rawat BA	04.11.78	23.07.2013	13.11.2003	IIP		DPC
16.	Ms. Rajender Kumar BA	17.07.74	23.07.2013	16.05.2005	IIP	SC	DPC
17.	Ms. Shaloo Vanodhia, BA	06.09.73	23.07.2013	27.07.2005	IIP		DPC
18.	Sh. Atul Srivastav BA	03.11.75	25.09.2013	17.11.2003	NBRI		DTQ

Sl. No.	Name and Educational Qualification	D.O.B.	D.O.A. Sr. Steno	D.O.A. Jr. Steno	Lab/Instt	SC/ST/PH	Remarks
19.	Ms. G. Rohini MA, LLM	09.01.80	08.10.2013	01.02.2007	NGRI		DPC
20.	Ms. Niraj M.Phil.	16.07.77	31.12.2013	13.04.2007	CSIR HQ		DPC
21.	Sh. Krishan Murari B.Com	03.12.77	07.01.2014	11.09.2008	CEERI	SC	DPC
22.	Ms. Inderjeet Kaur B.Com	27.09.70	05.05.2014 (AN)	20.07.1990	NIScPR		DPC
23.	Ms. Dolly Kaushal MA, DCL	13.05.78	05.05.2014 (AN)	05.11.2002	CRRRI		DPC
24.	Sh. Deepak Dhawan BA	15.05.87	09.07.2014	10.11.2009	CDRI	SC	DTQ
25.	Sh. Vineet Pandey BA	29.11.83	09.05.2014	12.05.2008	CDRI		DPC
26.	Ms. Sarita Kumari B.A. & Stenography in Hindi	08.10.86	30.09.2014	10.03.2008	CSIO	SC	DPC
27.	Ms. Niraja Pasupathy B.Com	28.04.75	11.02.2015	24.05.1993	SERC	ST	DPC
28.	Sh. Himanshu Upadhyay, BA	06.06.84	20.03.2015	12.05.2008	CDRI		DPC
29.	Ms. Brijita Pramodhini B.Com	15.07.73	22.07.2015	03.08.2001	NAL		DTQ
30.	Smt. Archana Agarwal, BA	21.03.77	23.12.2015	16.08.2002	IITR		DTQ
31.	Sh. Surendra Kumar B. Com	30.08.74	31.12.2015	25.05.2008	CDRI		DTQ
32.	Sh. Ram Bilas MA	23.11.73	18.03.2016	06.09.2001	IITR	SC	DPC

Certificate to be given by Labs/Instts in r/o every O-APAR folder
*(All the column must be filled, please write **NIL**, if not applicable)*

Name of Official	
Date of Birth	
Present Designation	
Lab/Instt	

1. Position regarding year wise availability of O-APAR (S) in respect of above officials is as under: -

Reporting Year	Please Write  Available or Not Available	In case the O-APAR (S) for the reporting year or part thereof is not available, then the reason for Non-availability of O-APAR (S) along with the statement that whether the above official had submitted O-APAR (S) including the date of submission. Remarks, if any.

2. Following (s) are certified in respect of above O-APAR (S) as per detail (s) given at the table above at point no. (1) in respect of the above official: -

- (i) That all the above available O-APAR (S) have already been communication to the above official and no representation is pending as on date against grading/adverse remarks etc. in the above O-APAR (S).
- (ii) That all the above O-APAR (S) have been taken on records by this Lab/Instt and duly complete in all respect so these are treated as final.

The above information is certified as per records of this Lab/Instt.

Signature of Sr. COA/COA/DS/AO/US with Date