

**POSITION OF AD-HOC OFFICIATION IN CSS/CSSS/CSCS**

1.	Total sanctioned strength of the grade											:	
2.	Total number of regular appointees in the grade											:	
3.	Action taken/proposed to be taken to make regular appointments against the vacancies (1-2)											:	
Year-wise details of vacancies reported to DoP&T				Year-wise details of number of officials nominated by DoP&T				Shortfall in vacancies (Col. A-B)					
Year	DR	DE	SQ	Year	DR	DE	SQ	Year	DR	DE	SQ		
(A)				(B)				(C)					
<p>Note: (a) Vacancies for more than one year shall be reported to DoP&amp;T as Select List vacancies.</p> <p>(b) Number and date of communication to DoP&amp;T may also be indicated.</p>													
4.	Details of regular appointees in the grades:-												
	Category					Total number of employees		Number of those from col. (2) who are likely to revert to the grade in less than 1 year.					
	(1)					(2)		(3)					
(a)	Officiating in a higher grade (chain vacancies)												
(b)	On deputation (indicate the period of deputation)												
(c)	On training												
(d)	On loan (indicate the period of loan)												
(e)	Otherwise not working in the Grade												
5.	Vacancies available on the basis of Columns 3 and 4											:	
	a. Select List vacancies (Col.3)											:	
	b. Short term vacancies (Col.4)											:	
	Total											:	
6.	Total number of officials who are working in the grade on ad-hoc basis											:	

<b>(Particulars of the ad-hoc appointees to be given in the proforma at the Annexure)</b>				
<b>Name and Select List year/Date of regular appointment (in the lower grade)</b>	<b>Date from which officiating on ad-hoc basis</b>	<b>Whether the persons shown under col.(a) are covered by the zone of promotion prescribed by the DoP&amp;T</b>	<b>If covered in the zone of promotion reasons for not promoting them on regular basis</b>	<b>Period for which approval is required for continuing ad-hoc appointment</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>	<b>(e)</b>

**Certified that the information given above is correct and has been seen by Joint Secretary/Additional Secretary designated for this purpose.**

**(Under Secretary/Deputy Secretary)**