

F.No. 7/1/2010-CS.I(P)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel & Training)

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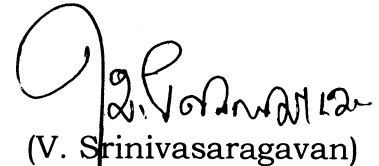
2<sup>nd</sup> Floor, Lok Nayak Bhavan,  
Khan Market, New Delhi -110003  
Dated the 10<sup>th</sup> March, 2015

OFFICE MEMORANDUM

Subject: Introduction of "Executive Assistant" Scheme in Central Secretariat-meeting with Service Associations-reg.

The undersigned is directed to say that a meeting has been scheduled to discuss the proposal regarding introduction of "Executive Assistant" in Central Secretariat. The meeting will be chaired by Smt. Archana Verma, Joint Secretary and will be held at 11.30 AM on 11.03.2015 in Room No.190, North Block.

2. Representatives of the addressee associations are invited to attend the meeting. CSS Associations and CSSS Associations may furnish their views in group for 30 minutes each on the subject.



(V. Srinivasaragavan)

Under Secretary to the Government of India

Tele: 24629412

To

1. CSS Group A Officers Associations, 366-B, Krishi Bhavan, New Delhi
2. CSS Forum, Room No.331-C, Nirman Bhavan, New Delhi.
3. CSS (DR Gazetted) Association, New Delhi.
4. Central Secretariat (Promotee) Assistants' Association, 31-B Basement, Udyog Bhavan, New Delhi.
5. CSSS Gazetted Officers' Association, 213 A Wing, Shastri Bhavan, New Delhi.
6. CSSS Association (Group), New Delhi.
7. CSSS Association, 216 D, Udyog Bhavan, New Delhi.