

F.No.7/9/2016-CS-I(A)  
Government of India  
Department of Personnel & Training

2nd Floor, Lok Nayak Bhawan  
Khan Market, New Delhi - 3  
Dated 02.08.2018

**OFFICE MEMORANDUM**

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**Subject: Review of CSS/CSSS Officers in the Grade of and upto Section Officers/ Private Secretaries under FR-56(j) and Rule-48 of CCS (Pension) Rules, 1972 – Reg.**

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The undersigned is directed to refer to this Department's O.M. of even number dated 17.10.17 on the above subject and to say that the next meeting of Review Committee constituted in DoP&T for reviewing the performance of ASOs in CSS cadre is scheduled to be held in August, 2018. It is, therefore, requested that the following information may be furnished to this Department immediately but not later than 15.08.2018:

- i. Total number of ASOs who have crossed 50 years of age and qualify for review under FR-56(j) as on 31.07.2018;
- ii. Details of the minutes of meeting of Internal Review Committee (IRC) held and copy of the minutes of IRC, if already not forwarded to DoPT so far;
- iii. Ministries may also share entire service records like personal file, APAR gradings and other inputs/documents regarding action taken to improve the performance of the officer like advisory given, if any, response of the officers etc. in respect of ASOs who have been declared unfit;
- iv. In case the exercise for periodical review has **not** been undertaken by IRCs so far in any Ministry/Department, the reasons for the same and the likely time by which the exercise shall be completed.

  
(K. Srinivasan) 02/08/18  
Under Secretary (CS-I-A&P)  
Tel: 24642705

To

All Ministries/Departments participating in CSS