

No.25/11/2013-CS.II(B)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

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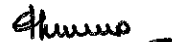
3rd Floor, Lok Nayak Bhavan,
Khan Market, New Delhi-3
Dated, the 15th May, 2015.

OFFICE MEMORANDUM

Subject: Training of MTSs and LDCs-reg.

The undersigned is directed to refer to Department of Personnel and Training's O.M of even number dated 30th December, 2014 vide which all the cadre units of CSCS were requested to forward a list of MTS and LDCs to this Department.

2. On going through the lists forwarded by the cadre units it has come to notice that the names of MTS and LDCs who are not working in Ministries/Departments and offices which are not participating offices under CSCS have also been included in the list.
3. All the cadre units of CSCS are therefore requested to furnish a revised list of MTS and LDCs working in Ministries/Departments and also from organisations which are participating offices under CSCS (as per the proforma enclosed), to this Department immediately so that the same could be sent to ISTM.
4. The compilation may be given top priority and the list of MTS and LDCs may be furnished to this Department at an early date (by 22.05.2015).
5. **To avoid duplication, only the 42 cadre units (list enclosed) may compile the data (from their own staff in the Ministries/Departments as well as the participating offices under CSCS which are under their Administration control) and forward the same to this Department.**


(K. Suresh Kumar)

Under Secretary to the Govt. of India
Tel: 24654020

To,

All Cadre Units of Central Secretariat Clerical Services(CSCS).

Copy for information to:

Shri R.K. Kundi (Deputy Director), ISTM, Old JNU Campus, New Delhi-110067 w.r.t
D.O. No. A-33027/6/2014-ISTM/333 dated 7th May, 2015.

कार्मिक और प्रशिक्षण विभाग, लोक नायक भवन Dept. of Personnel & Trg., L. N. Bhawan प्राप्ति और निर्गम अनुभाग Receipt & Issued Section
18 MAY 2015
जारी किया/ISSUED

1. US (Admn.), D/o Agriculture & Cooperation, Krishi Bhavan, New Delhi.
2. US (Admn.), M/o Civil Aviation, Rajiv Gandhi Bhavan, New Delhi.
3. US (Admn.), M/o Coal, Shastri Bhavan, New Delhi.
4. US (Admn.), D/o Commerce & Industry, Udyog Bhavan, New Delhi.
5. US (Admn.), Corporate Affairs, Shastri Bhavan, New Delhi.
6. US (Admn.), D/o Consumer Affairs, Krishi Bhavan, New Delhi.
7. US (Admn.), D/o Culture, Shastri Bhavan, New Delhi.
8. US (Admn.), M/o Defence, B Wing, Sena Bhavan, New Delhi.
9. US (Admn.), M/o Earth Sciences, Prithvi bhavan, Lodhi Road, New Delhi.
10. US (Admn.), M/o Env. & Forests, Indira Paryavaran Bhavan, Jor Bagh Road, New Delhi-03.
11. US (Admn.), D/o Expenditure, North Block, New Delhi.
12. US (Admn.) D/o Fertilizers, Shastri Bhavan, New Delhi.
13. US (Admn.), D/o Food & Public Distribution, Krishi Bhavan, New Delhi.
14. US (Admn.), M/o Health & Family Welfare, Nirman Bhavan, New Delhi.
15. US (Admn.), M/o Home Affairs, North Block, New Delhi.
16. US (Admn.), D/o Industrial Policy & Promotion, Udyog Bhavan, New Delhi.
17. US (Admn.), M/o Information & Broadcasting, Shastri Bhavan, New Delhi.
18. US (Admn.), M.o Labour, Shram Shakti Bhavan, New Delhi.
19. US (Admn.), D/o Legal Affairs, Shastri Bhavan, New Delhi.
20. US (Admn.), M/o M.S.M.E, Udyog Bhavan, New Delhi.
21. US (Admn.), M/o Mines, Shatri Bhavan, New Delhi.
22. US (Admn.), M/o Minority Affairs, CGO Complex, Lodi Road, New Delhi.
23. US (Admn.), D/o Personnel & Training, North Block, New Delhi.
24. US (Admn.), M/o Petroleum & Natural Gas, Shastri Bhavan, New Delhi.
25. US (Admn.), Planning Commission, Yojana Bhavan, New Delhi.
26. ADG (Admn.), D/o Posts, Dak Bhavan, Sansad Marg, New Delhi.
27. US (Admn.), M/o Power, Shram Shakti Bhavan, New Delhi.
28. US (Admn.), M/o Road, Transport & Highways, Transport Bhavan, New Delhi.
29. US (Admn.), M/o Rural Development, Krishi Bhavan, New Delhi.
30. US (Admn.), D/o Science & Technology, Technology Bhavan, New Delhi.
31. US (Admn.), D/o Higher Education, Shastri Bhavan, New Delhi.
32. US (Admn.), M/o Shipping, Transport Bhavan, New Delhi.
33. US (Admn.), M/o Social Justice & Empowerment, Shastri Bhavan, New Delhi.
34. US (Admn.), M/o Steel, Udyog Bhavan, New Delhi.
35. US (Admn.), Supply Division, Nirman Bhavan, New Delhi.
36. US (Admn.), D/o Telecommunication, Sanchar Bhavan, New Delhi.
37. US (Admn.), M/o Tribal Affairs, Shastri Bhavan, New Delhi.
38. US (Admn.), U. P. S. C., Dholpur House, Shahjahan Road, New Delhi.
39. US (Admn.), M/o Urban Development, Nirman Bhavan, New Delhi.
40. US (Admn.) M/o Water Resources, Shram Shakti Bhavan, New Delhi.
41. US (Admn.), M/o Women & Child Development, Shastri Bhavan, New Delhi,
42. US (Admn.), M/o Youth Affairs & Sports, Shastri Bhavan, New Delhi.

Proforma**Multi-Tasking Staff (MTS)**

S. No.	Name of the official	Examination Year / Rank No.	Date of joining

Lower Division Clerk (LDC)

S. No.	Name S/Sh/Smt./Ms	Date of birth	SL Year	Quota	Rank No.	Date of regular appointment	Remarks