

No.13/1/2016-CS.II(B)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

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3<sup>rd</sup> Floor, Lok Nayak Bhavan,  
Khan Market, New Delhi-3  
Dated, the 13<sup>th</sup> January, 2016.


**Office Memorandum**

**Subject: Preparation of Common Seniority List (CSL) in the grade of LDC of CSCS as on 01-01-2016 -reg.**

The undersigned is directed to say that the Common Seniority List (CSL) of LDCs of CSCS as on 01-01-2016 is being prepared in terms of Section 6 of Central Secretariat Clerical Service (Preparation of Common Seniority Lists) Regulations, 1971.

2. All the cadre units are, therefore, requested to furnish the list of the LDCs (as per the proforma enclosed) of CSCS Cadre working in their Ministry/Department in the order of seniority as on 01-01-2016. A soft copy of the same may also be sent through mail to the undersigned's e-mail id: [sarswat.rajesh13@nic.in](mailto:sarswat.rajesh13@nic.in)

Encl: As above.

  
(Rajesh Sarawat)  
Under Secretary to the Govt. of India  
Tel No. 24654020

To,

All the cadre units of CSCS.

Proforma with respect to DoPT's O.M. No. 13/1/2016-CS.II(B) dated 13<sup>th</sup> January, 2016.

S. No.	Name	Date of Birth	Select List Year	Quota (DE/SQ)	Rank in case of DE/date of joining in case of SQ	Category	Ministry/ Department	Remarks**

\*\* date to be mentioned in case of V.R.S./Superannuation/Demise/etc.