No. 5/4/2016 -CS.II(C) From Government of India Ministry of Personnel, Public Grievances and Pensions Department of Personnel and Training

3rd Floor, Lok Nayak Bhawan, Khan Market, New Delhi –110 003 Dated: 22nd Dec., 2016

OFFICE MEMORANDUM

Subject: Updation of web-based data of PA Grade of CSSS in CSCMS-reg.

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The undersigned is directed to say that the information in respect of Personal Assistants of CSSS who are posted in all the Ministries/Departments is essentially required to be updated for several purposes eg. filling of Immovable Property Return (IPR), updation of web-based data of PAs and filling up of unfilled vacancies etc. It will also serve other purposes—record maintenance, preparation of CSL etc.

2. All Ministries/Departments are, therefore, requested to furnish the requisite information of PA Grade <u>as on 31.12.2016</u> in the proforma attached by <u>15.01.2017</u> positively to enable this Department to update the records of PA Grade.

Encls:- As above

(Úmesh Kumar Bhatia) Under Secretary to the Govt. of India

Tel. No. 24623157

To

The Under Secretary (Admn.) of all Ministries/Departments participating in CSSS.

(through website of this Department)

Annexure-I

Annexure to DoP&T's OM No. 5/4/2016-CS-II(C) dated 20.12.2016

S.No.	Name of	Sanctioned strength in	Incumbency	vacancy
]	Ministry/Department	PA Grade		
1				

Details of PA presently working in the Ministry/Department (As on 31.12.2016)

S. No.	Name of Ministry/Department and name of the office where posted whether at Delhi or outstation posts	CSL No.	Name	Date Birth	of	Category	SLY	Mode (through LDCE or SQ)	Date of Joining	Date of posting in Ministry/Department	Remark , if any