

**TIME BOUND**

No. 25/2/2016 -CS.II(A)Pt.  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

3<sup>rd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi -110 003  
Dated: 14<sup>th</sup> June, 2018

**OFFICE MEMORANDUM**

**Subject: Updation of data of PS Grade of CSSS -reg.**

In continuation of this Department's OM No. 2/2/2018-CS-II(A) dated 01.06.2018, the undersigned is directed to request all the cadre units to furnish, the following information:

- (i) Sanctioned strength of PS Grade as on 01.07.2017
- (ii) Vacancies in PS Grade as on 01.07.2017
- (ii) Incumbency position (proforma annexed)


2. The above information is also required for updation of web based data in CSCMS, records maintenance and for filling of online Immovable Property Return (IPR) etc. The names of PSs who have/will have superannuated/taken VRS etc., in a particular Ministry/Department during the period of 01.07.2017 -30.06.2018 is needed to be intimated separately.

3. All Ministries/Departments are, therefore, requested to furnish the requisite information of PS Grade **as on 01.07.2017** in the proforma enclosed immediately without fail **but not later than 18.06.2018** to take further necessary action. The requisite information may be furnished through mail at the following email addresses:

- (i) [chirabrata.sarkar@nic.in](mailto:chirabrata.sarkar@nic.in)
- (ii) [pandey.n13@nic.in](mailto:pandey.n13@nic.in)

4. This may be accorded as **TOP PRIORITY**.

Encls:- As above

  
(Chirabrata Sarkar)  
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)

- (i) Name of the Ministry:
- (ii) Sanctioned Strength in PS Grade (as on 01.07.2017):
- (iii) Vacancies in PS Grade (as on 01.07.2017):
- (iv) Incumbency position :

S.No.	CSL No.	Name (Shri/Ms./Mrs. )	Date of Birth	Date of Entry into Govt. Service	Date of appointment to PA Grade on regular basis	Date of appointment to PS Grade on regular basis	Category	Mode of entry in PA Grade (SQ or LDCE)	Present Cadre unit	Remarks

- (v) The names of PSs who has superannuated/taken  
VRS etc. in PS Grade in the period from  
01.07.2017-30.06.2018