

**Reminder**  
**Most immediate**

No.6/1/2014-CS-II(C)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

3<sup>rd</sup> Floor, Lok Nayak Bhawan  
Khan Market, New Delhi-110003  
Dated 29<sup>th</sup> April, 2014

**OFFICE MEMORANDUM**

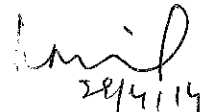
Subject: Compiling of data in respect of Steno Grade D- regarding.

The undersigned is directed to refer to this Department's O.M. of even no. dated 10.02.2014 on the subject mentioned above and to say that as on date this Division have received the data in prescribed format in respect of only 53 newly joined Steno Grade 'D' through their respective cadre units as details given below:

S.No.	Cadre	No. of Steno Grade 'D' for whom data received
1.	Civil Aviation	2
2.	Consumer Affairs	1
3.	Commerce	14
4.	Home Affairs	11
5.	Shipping	2
6.	Chemical and Fertilizers	2
7.	Urban Development	4
8.	Steel	2
9.	power	10
10.	Road, Transport and Highway	1
11.	Water Resources	4
	Total	53

2. Availability of the requisite web based data is essentially required for management of the service records of the officials. All the Ministries/Departments are, therefore, requested to furnish the data in respect of the newly joined Steno Grade 'D' in the prescribed format to this Division. The newly joined DR Steno Grade 'D' are also advised to get their data fed in the web based system in their own interest.

3. This may be given priority.

  
28/4/14  
(Kameshwar Mishra)  
Under Secretary to the Govt. of India  
Telefax: 24623157

To

The Deputy Secretary/Director (Admn.)  
All Ministries/Departments.