

TIME BOUND

No. 5/1/2018 -CS.II(C)
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: 07th June, 2018

OFFICE MEMORANDUM

Subject: Updation of data of PA 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 PA Grade as on 01.07.2017
- (ii) Vacancies in PA Grade as on 01.07.2017
- (ii) Incumbency position (proforma annexed)

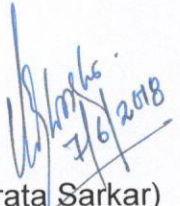
2. The above information is also required for updation of web based data in CSCMS, records maintenance and for filling of online Immovable Property Return (IPR) etc. The names of PAs who have superannuated/taken VRS etc., in a particular Ministry/Department during the period of 01.07.2017 -30.06.2018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

3. All Ministries/Departments are, therefore, requested to furnish the requisite information of PA Grade **as on 01.07.2017** in the proforma enclosed immediately without fail **but not later than 13.06.2018** to take further necessary action. The requisite information may be furnished through mail at the following email addresses:

- (i) chirabrata.sarkar@nic.in
- (ii) chhavi.mishra@gov.in

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

Encls:- As above


7/6/2018

(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 PA Grade (as on 01.07.2017):
(iii) Vacancies in PA Grade (as on 01.07.2017):
(iv) Incumbency position: (as on 01.07.2017):

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

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