

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

3<sup>rd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi-03.  
Dated, the 7<sup>th</sup> June, 2016

**OFFICE MEMORANDUM**

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

The Undersigned is directed to refer to this Department's O.M. of even number dated 29<sup>th</sup> December, 2015 and subsequent reminders dated 3<sup>rd</sup> February, 2016, 10<sup>th</sup> March, 2016, 5<sup>th</sup> May, 2016, 17<sup>th</sup> May, 2016 and 31<sup>st</sup> May, 2016 on the subject mentioned above.

2. It has been observed that, so far, seven cadre units have not furnished the requisite information to this Department. The concerned cadre units are once again requested to furnish the list of JSAs(erstwhile LDC) of CSCS working in their Ministry/Department in the order of seniority as on 01-01-2016 **immediately** to this Department. A soft copy (in MS word/excel format) may also be sent through mail to the undersigned's e-mail id:- sarswat.rajesh13@nic.in.



(Rajesh Sarawat)

Under Secretary to the Govt. of India.

Tel. No. 24654020

To,

1. **US** (Admn.), D/o Commerce & Industry, Udyog Bhavan, New Delhi (soft copy only)
2. **US** (Admn.), M/o Earth Sciences, Prithvi Bhavan, Lodhi Road, New Delhi
3. **US** (Admn.), D/o Higher Education, Shastri Bhavan, New Delhi.
4. **US** (Admn.), M/o Labour, Shram Shakti Bhavan, New Delhi.
5. **US** (Admn.), D/o Legal Affairs, Shastri Bhavan, New Delhi.
6. **US** (Admn.), M/o Minority Affairs, CGO Complex, Lodi Road, New Delhi.
7. **US** (Admn.), M/o Women & Child Development, Shastri Bhavan, New Delhi.  
(soft copy only)