

**REMINDER**  
**IMMEDIATE**

**No.21/36/2006/CS-I (U)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pension**  
**Department of Personnel & Training**

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2<sup>nd</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi  
Dated the 21<sup>st</sup> February 2011

**OFFICE MEMORANUDM**

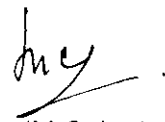
**Subject:** Executive Record of CSS officers

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The undersigned is to refer to this Department's O.M. of even number dated 21<sup>st</sup> January 2011 on the subject mentioned above wherein all Ministries/ Departments have been requested to furnish the basic data in respect of Section Officers/ Assistants of CSS in the prescribed format by 15<sup>th</sup> February 2011. While the information has been received from several Ministries/ Departments it is still expected from a few of them.

2. It is emphasised that there is an immediate requirement of computerization of atleast the basic data of all the CSS officers as it helps in deciding rotational transfers, incumbency position at a given point of time, preparation of reservation roster etc. Further, the APAR monitoring software functions on the basis of this data. In view of the importance attached to this, completion of the data in respect of Section Officers/ Assistants has been included <sup>as</sup> one of the agenda points in the third meeting with the cadre authorities scheduled for 25.2.2011 under the chairmanship of JS(AT&A).

3. Ministries/ Departments are, therefore, requested to kindly co-operate with this Division in its effort to strengthen and update the data base for proper cadre management and accordingly **those Ministries/ Departments who have not yet furnished the data are again requested to furnish the same latest by 28.2.2011 in the prescribed format (Annexure A & B). The information may be sent separately for Section Officers and Assistants for each sub-cadre unit.** The information may also be sent by e-mail at: [uscs1-dopt@nic.in](mailto:uscs1-dopt@nic.in)



(M.C. Luther)

Director

Tele.: 24629411

Ministries/ Departments

Annexure A

Name of the Ministry/Department/Office \_\_\_\_\_

**(Information to be furnished for each sub cadre unit separately)**

Service: Central Secretariat Service

Designation/Grade: Assistant

Sanctioned strength	In position	vacant

S.No.	Name in full	Date of Birth	Category SC/ST/OBC/Gen	Status (Regular/Ad-hoc)	Select list Year in case of Regular	Date since working in the grade

Note: Details of officers on deputation may also be furnished separately.

Annexure B

Name of the Ministry/Department/Office \_\_\_\_\_

**(Information to be furnished for each sub cadre unit separately)**

Service: Central Secretariat Service

Designation/Grade: Section Officer

Sanctioned strength	In position	vacant

S.No.	Name in full	Date of Birth	Category SC/ST/OBC/Gen	Status (Regular/Ad-hoc)	Select list Year in case of Regular	Date since working in the grade

Note: Details of officers on deputation may also be furnished separately