

No.21/36/2006-CS.I(C)
Government of India
Ministry of Personnel, PG and Pensions
(Department of Personnel & Training)

2nd Floor, Lok Nayak Bhavan, Khan Market, New Delhi-110003
Dated the 26th May, 2008

OFFICE MEMORANDUM

Subject: **Information/Data required from every individual CSS Officer to maintain ER Sheet of CSS Officers on the pattern of IAS Officers.**

It has been desired that a data base of CSS Officers for all the Ministries/Departments may be prepared on the pattern of ER sheet maintained for IAS Officers, which would be useful in various ways. The data is intended to capture extensive credential and career information and provide proper position management, assigning employees to specific task as per their caliber, developing the employees through various training programmes etc. It is needless to add that the main purpose of collecting the data is to provide a smooth and efficient administration. The Individual Officers are in better position to submit information like, address, profile update, age, and e-mail-address, present location, professional skill(s) apart from the educational qualification etc. as required in the Performa. The Ministries/Departments are requested that the information may be collected from every CSS Officer in the enclosed format and be sent to the undersigned urgently.

2. Though the above measure would be helpful in preparation of ER sheet, another exercise was being separately carried out for obtaining information from Ministries/Departments grade-wise vide OM of even number dated 08.10.2007(copy attached). The defaulting Ministries, who have not furnished the information so far, may carry out that exercise also simultaneously.

3 This, exercise is being carried out to prepare and maintain ER data sheet **online** for every individual CSS Officer, which could be received by them as well as the cadre authorities for various purposes as mentioned above.

4. All Ministries/Departments are therefore requested to provide the requisite information/data as per the enclosed Performa by the **June, 10th, 2008.**

R Sethi

(Dr. Reena Sethi)

Under Secretary to the Govt. of India
Ph.:24629412

Encl.: As above.

To,
All the Ministries/Departments (as per list attached)

Copy with an earnest request to the Director, ISTM, JNU Old Campus:
The enclosed format may **please** be circulated among the Participant CSS Officers and got filled up by every participant, and the same may be made available to this Division **at the start of every training programme** as well as for the ongoing training programme.

Copy for information to:
DS(CS.I)/DS(CS.II)/Director(NIC), Lok Nayak Bhawan
US(KSK)/US(D)/US(U)/US(CS.II)/SO(S&A)/SO(D)/SO(T)/SO(P)

INFORMATION FROM INDIVIDUAL CSS OFFICER

1. Name of the Officer: Shri/Smt./Miss/Dr.
2. Name of the Ministry/Deptt.:
3. Present Grade held(UDC/Assistant/SO/US/DS/Dir/JS):
4. Ad hoc or Regular(since when):
5. CSL No.(if allotted):
6. Date of Birth:
7. Category(SC/ST/OBC/Gen./PH):
8. Complete Address (alongwith phone Nos. of residence & Office):

Permanent along with Phone No.(with STD code)	Present Contact Address with Phone No. (Including e-mail /Fax No.)

9. Entry Grade in Central Secretariat(SO/Assistant/LDC/Steno-'C'/Steno-'D'):
10. Entry Grade in Central/State Government (name of the post):
11. Select List & Year (LDCE/SQ/DR):
12. Whether proficient in computer Yes/No:
13. Educational Qualification along with any specialization:
14. Date since working in the Min./Deptt.:
15. Compulsory Training Prog. successfully completed: (Yes/No):
[please indicate level(s) by a ✓ (tick mark)]

Level(s)	Year
A	
B	
C	
D	
E	
F	

16. Name(s) of Other Training Prog. successfully completed:

Names of Training Programme	Names of the Institute	Year

17. All Previous Ministries /Deptts.(including the posts held on 'deputation' and specific areas of work):

Name of Ministry/Department	Details of Period of work	Specific areas of work

OTHER PIECES OF INFORMATION:

18. Indian Languages Known:

Read

Write

Speak

19. Foreign Languages Known:

Read

Write

Speak

MISCELLANEOUS INFORMATION

20. The Officer may like to share on extracurricular activities viz. social or sports activity / research work / publication of books / articles in magazines, newspapers, website etc.:

	Subject	Year	Remarks, if any
Publications			
Research Work			
Articles			
Others			

NB: It is requested that the above particulars may be filled up in ink and if space for any particular information is not sufficient, may please attach a separate sheet.