

**Immediate
Reminder**

No. 5/6/2011-CS.I(U)
Government of India
Ministry of Personnel, PG and Pensions
(Department of Personnel & Training)

2nd Floor, Lok Nayak Bhavan, New Delhi-110003

Dated the 8th July, 2011

OFFICE MEMORANDUM

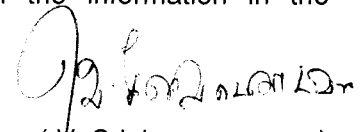
Subject: **Collection of data/information for Review DPC of the Select Lists 2003 to 2008 of Under Secretary grade of the CSS.**

The undersigned is directed to refer to this Department's O.M. of even number dated 15th April 2011 (available on the Department's website) and to say that the information sought in the matter has not yet been received from the under mentioned Ministries/ Departments:

Ministry/ Department

1.	Financial Services
2.	Bio Technology
3.	Corporate Affairs
4.	Minority Affairs
5.	Public Enterprises
6.	Statistics & Programme Implementation
7.	Tribal Affairs
8.	Tourism
9.	Youth Affairs & Sports

2. As it is proposed to undertake the review of the Select Lists of USs for the years 2003 to 2008, Ministries/Departments concerned are once again requested to furnish the information in the prescribed format (**copy enclosed**) without any further delay.


(V. Srinivasaragavan)

Under Secretary to the Government of India

Telefax.: 24629412

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To,

Director (Administration) of concerned Ministries/Departments

PROFORMA

For seeking information about the USs (including who are/were on ad hoc basis) who were on deputation, long leave, study leave (beyond the period of one year) in terms of Para 4.1 of the DOPT's OM No.22011/5/86-Estt.(D) dated 10.04.1989.

Name of the USs with CSL No.	Select List year of US grade	If US ad hoc Select List of SO grade	Reason for remaining outside the CSS cadre viz. deputation/ long leave / study leave	Date from which proceeded on deputation/ long leave / study leave	Date on which the Officer joined back the CSS cadre from deputation or long leave or study leave

Details of Officers who took voluntary retirement, resigned and expired during 2003 to 2009

Name of the USs with CSL No.	Select List year of US grade	If US ad hoc Select List of SO grade	Date of voluntary retirement, resignation, death etc.*

* Note: The details of the Officers on whom penalties such as removal, dismissal and compulsory retirement, if any, imposed during 2003 to 2009 may also be furnished.