No.21/1/2016-CS.I(U)
Government of India
Ministry of Personnel, Public Grievances & Pension
Department of Personnel & Training
.....

2nd Floor, Lok Nayak Bhavan
Khan Market, New Delhi.
Dated 30th March, 2016.

OFFICE MEMORANDUM

Subject: Incomplete Data in Web Based Cadre Management System for CSS Officers of Under Secretary -

In continuation of this Department's O.M. of even number dated 26.02.2016 and 08.03.2016 on the subject mentioned above and to say that another list of Under Secretaries is enclosed as **Annexure** in respect of whom the experience details in the web based cadre management system are found to be incomplete or there is some discrepancy therein.

2. In this connection, attention is invited to this Department's O.M. No.21/1/2014-CS.I (PR/CMS) dated 31st December, 2015 **(copy enclosed)** requesting the nodal officers in the Ministries/ Department for updation of data in the web based cadre management system hosted at **cscms.nic.in** in respect of all the CSS/CSSS/CSCS officers working under them. Data in respect of two modules viz. experience and promotion details can only be modified by CS.I /CS.II Divisions.

3. It is imperative that data in the web based system is maintained up to date always to facilitate carrying out of various cadre management activities. In order to complete the data in the system by CS Division, it is requested to fill up the particulars of such Under Secretaries as shown in the **Annexure** in the **attached format** duly certified by the Admn. Division **latest by 18.04.2016.** The next list of Under Secretaries, if any, whose data is incomplete will follow.

4. The Nodal Officers should update the remaining data of officers in other modules viz. Employee Details, Basic Details, Address Details, Training and Qualification. For any technical assistance they may contact CMC Official at Telephone No. 24629890.

(V. Srinivasaragavan)
Under Secretary to the Government of India
Tele: 24629412
Telefax:24629414

To

Ministries/Departments
Under Secretary (Admn.)
(As per list attached).

Annexure

S.No	CSL	REG/ADH	USSL	SOSL	Name	D/O/B	CAT	Min./Deptt.
1	8630	REGULAR	2014	2006	Prem Prakash Maurya	5/Aug/1973	Gen	Agri Resarch & Edu.
2	7246	REGULAR	2011	2003	Ashishkumar T.Bagde	1/Jan/1969	SC	Agri.,Coop. & Farmers Wel.
3	7476	REGULAR	2011	2003	RAJ KUMAR	13/Nov/1965	SC	Agri.,Coop. & Farmers Wel.
4	9020	ADHOC		2007	Manoj Kumar Pathak	26/Dec/1960	Gen	Agri.,Coop. & Farmers Wel.
5	8156	REGULAR	2013	2004	Alok Jagbharia	15/Oct/1963	Gen	ARPG
6	8762	ADHOC		2006	Pramod Bhardwaj	4/Jul/1978	Gen	ARPG
7	8762	ADHOC		2006	Pramod Bhardwaj	4/Jul/1978	Gen	ARPG
8	7290	REGULAR	2012	2003	Umesh Kumar Bhardwaj	25/Sep/1966	Gen	Civil Aviation
9	7424	REGULAR	2012	2003	SANJAY SINGH	16/Jan/1968	Gen	Civil Aviation
10	8328	REGULAR	2014	2004	Biswadeep Sengupta	15/Nov/1962	Gen	Civil Aviation
11	7147	REGULAR	2011	2003	MS.MEENA PILLAI	15/Mar/1965	Gen	Commerce
12	7507	REGULAR	2011	2003	YASH PAL	2/Dec/1967	SC	Commerce
13	7512	REGULAR	2011	2003	NARENDER PAL	10/May/1961	SC	Commerce
14	7527	REGULAR	2011	2003	R.RAJAKANNU	22/Mar/1962	SC	Commerce
15	8830	ADHOC		2006	Sanjay Kumar Tiwari	15/Mar/1974	Gen	Commerce
16	7283	REGULAR	2012	2003	S.K. MOHAPATRA	14/Mar/1964	Gen	Commerce (DGFT)
17	8369	REGULAR	2014	2004	R.S.Kunwar	19/Jul/1957	Gen	Commerce (DGFT)
18	7996	REGULAR	2011	2003	T. THIAN KHAN MUAN	1/Mar/1965	ST	Consumer Affairs
19	7418	REGULAR	2012	2003	RAVI VAZIRANI	27/Mar/1967	Gen	Corporate Affairs
20	8750	REGULAR	2014	2005	Suman Bara	20/Mar/1966	ST	Culture
21	7162	REGULAR	2011	2003	MANMOHAN	15/Nov/1963	Gen	Defence
22	7252	REGULAR	2011	2003	SUDHEER BABU MOTANA	5/Jun/1970	SC	Defence
23	7485	REGULAR	2011	2003	DALPAT SINGH	23/Jan/1966	SC	Defence
24	7493	REGULAR	2011	2003	ARVIND KUMAR	6/Jan/1967	SC	Defence
25	7209	REGULAR	2012	2003	VIJAY SACHDEVA	10/Mar/1967	Gen	Defence
26	7307	REGULAR	2012	2003	P.V.PRASAD	15/Apr/1965	Gen	Defence
27	8021	REGULAR	2012	2003	KUMAR T. LEPCHA	22/Aug/1957	ST	Defence
28	8026	REGULAR	2012	2003	MS. P.P. TUDU	30/Nov/1958	ST	Defence
29	7864	REGULAR	2013	2003	S.K.Sinha	11/Dec/1967	Gen	Defence

S.No	CSL	REG/ADH	USSL	SOSL	Name	D/O/B	CAT	Min./Deptt.
30	8194	REGULAR	2014	2004	Shrinath Chauhan	8/Oct/1972	Gen	Defence
31	8232	REGULAR	2014	2004	Ms Manju Vikal	30/Jul/1976	Gen	Defence
32	8266	REGULAR	2014	2004	K.Srinidhi	26/Aug/1969	Gen	Defence
33	8429	REGULAR	2013	2004	Smt. Kiran Mala Kujur	11/Mar/1964	ST	Defence
34	8356	REGULAR	2014	2004	Pradip Kumar	5/Jun/1972	Gen	Defence
35	8966	REGULAR	2014	2006	Jagdish Kumar	8/Mar/1956	SC	Defence
36	7834	REGULAR	2012	2003	D.K. PANDA	16/Mar/1965	Gen	Disability Affairs
37	7963	REGULAR	2012	2003	Arun Kumar Mandal	1/Jan/1965	SC	Disability Affairs
38	7312	REGULAR	2012	2003	A.K. JHA	19/Oct/1965	Gen	Disinvestment
39	9012	ADHOC		2007	Oruganti Phani	15/Aug/1971	Gen	Disinvestment
40	8434	REGULAR	2013	2004	Kaikam Doungel	1/Mar/1973	ST	DONER
41	7518	REGULAR	2011	2003	JITENDRA R.GAIKWAD	18/Sep/1968	SC	DOP&T
42	7533	REGULAR	2011	2003	KAMAL KISHORE	5/Nov/1965	SC	DOP&T
43	8410	REGULAR	2014	2004	Kulbhushan Malhotra	24/Dec/1969	Gen	DOP&T
44	8708	ADHOC		2005	Surya Narayan Jha	1/Aug/1968	Gen	DOP&T
45	8502	REGULAR	2014	2005	Amit Srivastava	5/Feb/1977	Gen	DOP&T
46	8950	ADHOC		2006	Sunil Kumar Mandi	26/Feb/1967	ST	DOP&T
47	8308	REGULAR	2014	2004	Sushil Kumar	9/Oct/1972	Gen	Drinking Water & Sanitation
48	8380	REGULAR	2014	2004	Smt. Manjula Daniel	4/Sep/1966	Gen	Earth Science
49	7502	REGULAR	2011	2003	AMARJIT SINGH	15/Dec/1966	SC	Economic Affairs
50	7481	REGULAR	2011	2003	ASHOK KUMAR	4/Dec/1963	SC	Environment & Forests
51	8038	REGULAR	2013	2003	Smt. A. Immanual	22/Feb/1962	ST	Expenditure
52	7884	REGULAR	2013	2003	Subrata Chatterjee	1/Jul/1968	Gen	Expenditure
53	7180	REGULAR	2011	2003	TIRTH RAM	25/Mar/1969	SC	Financial Services
54	7222	REGULAR	2011	2003	Bipin Kumar Hembrom	2/Nov/1968	ST	Food & PD
55	7270	REGULAR	2011	2003	Sudha Meena	29/May/1973	ST	Food & PD
56	8296	REGULAR	2014	2004	Brij Bihari Lal	13/May/1971	Gen	Food & PD
57	8378	REGULAR	2014	2004	Rajesh Kumar Pandeer	15/Sep/1964	Gen	Food & PD
58	8439	REGULAR	2013	2004	G.D.Parate	9/Sep/1956	ST	Food & PD
59	8657	REGULAR	2013	2005	R.K.Bharti	1/Jan/1962	SC	Food Processing Industries

S.No	CSL	REG/ADH	USSL	SOSL	Name	D/O/B	CAT	Min./Deptt.
60	8062	REGULAR	2013	2003	Umesh Kumar Jain	2/Mar/1974	Gen	Food Processing Industries
61	7926	REGULAR	2011	2003	Sailendra Nath Naskar	7/Jun/1961	SC	Health & FW
62	8230	REGULAR	2014	2004	Amit Choubey	5/Sep/1971	Gen	Health & FW
63	8842	ADHOC		2006	Shanti Negi	12/Oct/1968	Gen	Health & FW
64	8262	REGULAR	2014	2004	Vangara Prasad	20/May/1965	Gen	Health & FW
65	7516	REGULAR	2011	2003	SMT. SIMMI NARNULIA	17/Jul/1968	SC	Heavy Industries
66	8192	REGULAR	2014	2004	Dinesh Pal Singh	10/Jun/1963	Gen	Heavy Industries
67	7144	REGULAR	2011	2003	ANIL GAIROLA	14/May/1970	Gen	Higher Education
68	7146	REGULAR	2011	2003	DALBIR SINGH	6/Oct/1970	Gen	Higher Education
69	7228	REGULAR	2011	2003	Rohtas Bhankhar	14/Mar/1964	SC	Higher Education
70	8204	REGULAR	2014	2004	Rajesh Kumar Maurya	2/Apr/1970	Gen	Higher Education
71	8224	REGULAR	2014	2004	Smt. Kiran Kalra Arora	7/Aug/1966	Gen	Higher Education
72	8264	REGULAR	2014	2004	C.P.Ratnakaran	7/May/1963	Gen	Higher Education
73	8300	REGULAR	2014	2004	Daulat Ram	10/Mar/1956	Gen	Higher Education
74	7228	REGULAR	2011	2003	Rohtas Bhankhar	14/Mar/1964	SC	Higher Education
75	8031	ADHOC		2003	H.M. SONKUSARE	4/Jun/1961	ST	Higher Education
76	8204	REGULAR	2014	2004	Rajesh Kumar Maurya	2/Apr/1970	Gen	Higher Education
77	8224	REGULAR	2014	2004	Smt. Kiran Kalra Arora	7/Aug/1966	Gen	Higher Education
78	8300	REGULAR	2014	2004	Daulat Ram	10/Mar/1956	Gen	Higher Education
79	7158	REGULAR	2011	2003	Mani Ram	10/Aug/1958	SC	Home Affairs
80	7986	REGULAR	2011	2003	Smt Stella Khakha	22/Apr/1957	ST	Home Affairs
81	7170	REGULAR	2011	2003	SUSRUTA SAMANTA	22/Sep/1973	Gen	Home Affairs
82	8015	ADHOC		2003	SMT. GRACY JAMES	21/Oct/1960	ST	Home Affairs
83	8028	REGULAR	2012	2003	SMT.B.K.SETHI	1/Mar/1964	ST	Home Affairs
84	7883	ADHOC		2003	Anand Joshi	2/Apr/1968	Gen	Home Affairs
85	8420	REGULAR	2013	2004	Robin Gangte	7/Nov/1974	ST	Home Affairs
86	8568	REGULAR	2014	2005	C.Mohan Sharma	19/Aug/1978	Gen	Home Affairs
87	8884	REGULAR	2014	2006	Pratap Singh Dahiya	2/Jul/1971	SC	Home Affairs
88	8924	REGULAR	2014	2006	Pramod Kumar	12/Feb/1970	SC	Home Affairs
89	7130	REGULAR	2011	2003	Neeraj Kumar	6/Oct/1972	Gen	Informaiton & Broadcasting

S.No	CSL	REG/ADH	USSL	SOSL	Name	D/O/B	CAT	Min./Deptt.
90	8272	ADHOC		2004	Sanjai Jaiswal	2/Jul/1974	Gen	Information & Broadcasting
91	8942	REGULAR	2014	2006	Sanjay Kashyap	4/Sep/1971	SC	Information & Broadcasting
92	8005	ADHOC		2003	Dina Nath Sah	5/Jan/1962	ST	MSME
93	8433	REGULAR	2013	2004	Dusru Kudada	2/Feb/1957	ST	MSME
94	8104	REGULAR	2013	2004	Rajesh Kumar	1/May/1968	Gen	National Commission for STs
95	7134	REGULAR	2011	2003	M.A.Prabhakaran	8/Jul/1973	Gen	NDMA
96	8024	ADHOC		2003	TURAM BARI	19/Jan/1962	ST	NDMA
97	8954	REGULAR	2014	2006	Rajendra Kumar Bandhu	9/Mar/1959	SC	NDMA
98	8286	REGULAR	2014	2004	Devendra Singh	7/Jun/1974	Gen	New & Renw. Eng.
99	7100	REGULAR	2011	2003	M SOORIYANARAYAN AN	2/Jan/1957	Gen	Over. Ind. Aff.
100	8741	REGULAR	2013	2005	Suresh Kumar Meena	15/Aug/1973	ST	Overseas Indian Affairs
101	8688	ADHOC		2005	Manish Kumar Mittal	15/Jan/1978	Gen	Overseas Indian Affairs
102	7358	REGULAR	2012	2003	PUNEET SHARMA	1/Dec/1966	Gen	Panchayati Raj
103	8172	REGULAR	2013	2004	Jasvinder Singh	11/Feb/1967	Gen	Panchayati Raj
104	7265	REGULAR	2012	2003	CHARANJIT TANEJA	3/Sep/1966	Gen	Pension & Pens. Wel.
105	9034	ADHOC		2007	Ashok Kumar Singh	1-Sep-1972	Gen	Pension & Pens. Wel.
106	8023	REGULAR	2012	2003	NOAS KINDO	11/Dec/1964	ST	Petro & NG
107	7123	ADHOC		2003	A.K. PANDEY	20/Jul/1966	Gen	Petro & NG
108	7190	REGULAR	2011	2003	Gulveena Badhan	17/Apr/1970	SC	Planning Commission
109	7152	ADHOC		2003	VARINA NATHANI	29/Mar/1974	Gen	Planning Commission
110	7796	REGULAR	2012	2003	JITENDRA KUMAR JHA	5/Apr/1969	Gen	POE(Rai Bareily)
111	7964	REGULAR	2012	2003	B.M. Mondal	20/Oct/1961	SC	Power
112	7157	REGULAR	2011	2003	RAJINDER KUMAR	26/Jan/1964	Gen	Revenue
113	7898	REGULAR	2013	2003	Shamshad Ahmed Ansari	19/Dec/1967	Gen	Revenue
114	8354	REGULAR	2014	2004	Santosh Kumar	5/Aug/1969	Gen	RGI
115	7470	REGULAR	2011	2003	BHIM PRAKASH	17/Oct/1964	SC	Rural Dev.
116	7809	REGULAR	2012	2003	SUBRATA SANYAL	14/Dec/1967	Gen	Rural Dev.
117	8029	ADHOC		2003	SMT. CHIRSTINA KUJUR	26/Nov/1959	ST	Rural Dev.
118	7940	REGULAR	2011	2003	Tapan Kumar Sarkar	14/Nov/1962	SC	Science & Technology
119	8784	ADHOC		2006	Pulok Sen Gupta	11/Mar/1971	Gen	Science & Technology

S.No	CSL	REG/ADH	USSL	SOSL	Name	D/O/B	CAT	Min./Deptt.
120	8709	ADHOC		2005	Prabha Sharma	31/Mar/1972	Gen	Skill Development & Entrepreneurship
121	8592	REGULAR	2014	2005	Govind Mishra	7/Feb/1976	Gen	Social Justice & Empowerment
122	8658	ADHOC		2005	Deepak Kumar Sah	7/Jan/1968	Gen	Social Justice & Empowerment
123	8019	REGULAR	2012	2003	MAHLI MINJ	5/Aug/1958	ST	SSC
124	7224	REGULAR	2011	2003	Lakshmi Kanta Halder	9/Jan/1968	SC	SSC, Kolkata
125	8200	REGULAR	2014	2004	Smt. K.Saraswathy	29/Sep/1959	Gen	Stat. & Prog. Imp.
126	7128	REGULAR	2011	2003	Dharamvir Yadav	8/Feb/1966	Gen	Supply
127	7182	REGULAR	2011	2003	VIKASH JAITLY	23/Sep/1974	Gen	Supply
128	8971	REGULAR	2014	2006	Lata	5/Jul/1957	SC	Supply
129	7256	REGULAR	2011	2003	NITHALI RAM	1/Jul/1965	SC	Telecommunications
130	8788	ADHOC		2006	Arvind Kumar Jha	20/Nov/1969	Gen	Telecommunications
131	7258	REGULAR	2011	2003	Surendra Kumar	26/Jun/1971	SC	Tourism
132	8216	ADHOC		2004	Nadeem Ahmad	26/Nov/1975	Gen	Tribal Affairs
133	7136	REGULAR	2011	2003	BHUPAL SINGH HEET	10/Jul/1963	Gen	UPSC
134	7836	REGULAR	2013	2003	G.C. SAHA	4/Dec/1966	Gen	UPSC
135	8441	REGULAR	2013	2004	Hukam Chand	14/May/1962	ST	UPSC
136	8445	REGULAR	2013	2004	T.Toppo	5/Oct/1956	ST	UPSC
137	8612	REGULAR	2014	2005	Manish Raj	14/Oct/1975	Gen	UPSC
138	8964	REGULAR	2014	2006	Om Prakash	7/Jul/1966	SC	UPSC
139	7138	REGULAR	2011	2003	Smt S V R Ramana	9/Jan/1964	Gen	Urban Development
140	7188	REGULAR	2011	2003	Anil Kumar	19/Jul/1975	SC	Urban Development
141	7216	REGULAR	2011	2003	Sunil Kumar	9/Nov/1970	SC	Urban Development
142	7226	REGULAR	2011	2003	Raj Kumar	12/Dec/1969	SC	Urban Development
143	7236	REGULAR	2011	2003	Deen Dayal	20/Mar/1969	SC	Urban Development
144	7254	REGULAR	2011	2003	NARESH KUMAR	4/Jan/1970	SC	Urban Development
145	7991	REGULAR	2011	2003	Ramesh Chand Meena	7/Sep/1967	ST	Urban Development
146	7997	REGULAR	2011	2003	S.S. Meena	18/Feb/1968	ST	Urban Development
147	8017	REGULAR	2012	2003	Ms.VIRJINEA MINJ	19/Apr/1957	ST	Urban Development
148	7875	REGULAR	2013	2003	JASBIR SINGH	15/Aug/1966	Gen	Urban Development
149	7878	REGULAR	2013	2003	I.M. KHAN	30/Jun/1967	Gen	Urban Development

S.N	CSL	REG/ADH	USSL	SOSL	Name	D/O/B	CAT	Min./Deptt.
150	8136	REGULAR	2013	2004	Smt. Madhavi V.Deshp	27/Dec/1970	Gen	Urban Development
151	8288	REGULAR	2014	2004	S.Anbarasan	27/May/1958	Gen	Urban Development
152	8432	REGULAR	2013	2004	Lohrii Kapani	10/Feb/1970	ST	Urban Development
153	8908	REGULAR	2014	2006	Rajeev Kumar	5/Jun/1967	SC	Urban Development
154	7295	REGULAR	2012	2003	RAJESH SHARMA	18/Feb/1965	Gen	Water Resources
155	9128	ADHOC		2007	Vinod Kumar	8-Aug-1969	SC	Water Resources, River Dev. And Ganga Rejuvenation
156	7814	REGULAR	2012	2003	MOHAN LAL	15/Jan/1957	Gen	Woman & Ch. Dev.
157	7373	REGULAR	2012	2003	RAKESH KUMAR	15/Jan/1966	Gen	Youth Affairs
158	8076	REGULAR	2013	2004	Arun Kumar Singh	3/Feb/1974	Gen	Youth Affairs

21/1/2014-CS.I (PR/CMS)
Government of India
Ministry of Personnel, PG and Pensions
Department of Personnel & Training
*****

2nd Floor, Lok Nayak Bhavan, New Delhi-110003
Dated the 31st December, 2015

OFFICE MEMORANDUM

Subject: Web Based Cadre Management System – updation of data of CSS/CSSS/CSCS officers

As Ministries/Departments are aware, the Web Based Cadre Management System for CSS, CSSS and CSCS has been operational since January, 2013. The system is hosted at **cscms.nic.in**. Despite lapse of more than two years, complete and upto date data is still not available in the system in respect of several officers. The prime objective of the web based system is to ensure accurate real time data of all the officers to enable quicker decisions relating to cadre management functions. Unless the data is maintained upto date, the purpose of the web based system will be defeated.

2. Nodal Officers in all the Ministries/Departments are, therefore, requested as under:

(a) **Employee module:** Nodal officers should ensure that correct and up to date personal information in respect of all personnel posted there is available. Nodal officers have been empowered to modify/correct (i) Employee details (ii) Basis Details (iii) Address details (iv) Training details and (v) qualification details. All the officers belonging to CSS/CSSS/CSCS may also be advised to verify their data in the system and bring discrepancies to the notice of the nodal officers for correction. If there is any difficulty in this regard, nodal officers should call CMC Ltd. Engineers at Tele: 24629890.

(b) **Experience and Promotion data**: CS.I Division will modify data in these two fields. If any modification is required duly certified information may be sent to CS Division for correction.

(c) **Pay**: Please ensure that pay of the officer is correctly indicated in the system. After drawl of increment on 1st July every year the data should be corrected.

(d) **APAR:** Ensure that APAR grading is entered in the system and the APAR is scanned and uploaded in the system. If there is any difficulty in this regard, please call the CMC Ltd. Engineers at Tele: 24629890.

(e) **IPR and Lokpal return:** All the officers of CSS/CSSS/CSCS are requested to file their returns online. It may be noted that defaulting officers will not be granted cadre clearance for deputation, foreign training, empanelment etc.

(f) **Deputation:** Ensure that all Officers apply for cadre clearance through the system. If any application is received in CS.I Division without online application it will not be entertained. Prior to forwarding application online, nodal officers should also ensure that correct and up to date information of the officer concerned is available in the system.

(g) **Foreign Training:** All nominations for foreign training should be processed through the web based cadre management system in respect of all Officers. Their reliving for the training will also be updated in the system to capture the details of foreign trainings attended. If the training period is more than three months, the nodal officers will forward the online request to CS.I Division for cadre clearance in respect of US and above level officers.

(h) **Domestic Training:** All nominations for domestic training should be processed through the web based cadre management system in respect of all officers. If the training period is exceeding one year, the nodal officers will forward the online request to CS.I Division for further processing in respect of US and above level officers.

(i) **Permission to visit abroad:** All requests for private foreign visits should be processed through the web based cadre management system to capture such information.

(j) **Furnishing of information of death of an employee:** In case of death of an employee, the nodal officer of the Ministry/Department concerned will henceforth immediately update the information in the web based system to enable capture of the vacancy to facilitate provision of a substitute.

(k) **Furnishing of information of long leave of an employee:** If any employee proceeds on leave for six months or more, the nodal officer concerned should update the information in the web based system immediately to capture the vacancy to facilitate provision of a substitute.

(l) **Voluntary Retirement:** CS.I Division conveys approval of MoS (PP) for voluntary retirement of US and above level officers of CSS. Henceforth, if the request for voluntary retirement is not received through the system, the same will not be entertained.

(m) **Resignation:** Resignation requests from employees should be obtained and processed in the web based system so that such vacancies are brought to the notice of the cadre controlling authority immediately.

(n) **Technical resignation:** Requests for technical resignation to join another employment under the Government should also be obtained and processed in the web based cadre management system.

(o) **Vigilance status:** Vigilance clearance whenever required in connection with cadre management activities will be sought and obtained through the system. In respect of US and above level officer it will be updated both by the Ministries/Department and by AVD.I of DoP&T. Upto SO level, Ministries/Departments will update the system.

3. This circular may be brought to the notice of all CSS Officers for their information and active cooperation to ensure correctness of data.

4. Nodal officers may also depute their subordinates to CS.I Division to clear doubts if any about the functioning of the system.

(V. Srinivasaragavan)
Under Secretary to the Govt. of India
Tele.: 24629412

To

Ministries/ Departments
Director/Deputy Secretary (Administration)

Format

DATA TO BE FILLED UP FROM DATE OF ENTRY IN GOVT. SERVICE

Type of Post (Cadre/ Deputation	Designation	Ministry/ Deptt.	Sub-cadre Unit (Upto SO Grade)	Place (Outstation posting, if any)	Posting from	Posting to	Mode of Recruitment (DR/LDCE/SQ)	Select List Year (for promotee)/ Batch Year (for DR)	Rank (in Select List/DR Exam.)