OFFICE MEMORANDUM

Subject: Updation of data of PS Grade of CSSS -reg.

In continuation of this Department’s OM No. 2/2/2018-CS-II(A) dated 01.06.2018, the undersigned is directed to request all the cadre units to furnish, the following information:

(i) Sanctioned strength of PS Grade as on 01.07.2017
(ii) Vacancies in PS Grade as on 01.07.2017
(ii) Incumbency position (proforma annexed)

2. The above information is also required for updation of web based data in CSCMS, records maintenance and for filling of online Immovable Property Return (IPR) etc. The names of PSs who have/will have superannuated/taken VRS etc., in a particular Ministry/Department during the period of 01.07.2017 -30.06.2018 is needed to be intimated separately.

3. All Ministries/Departments are, therefore, requested to furnish the requisite information of PS Grade as on 01.07.2017 in the proforma enclosed immediately without fail but not later than 18.06.2018 to take further necessary action. The requisite information may be furnished through mail at the following email addresses:

   (i) chirabrata.sarkar@nic.in
   (ii) pandey.n13@nic.in

4. This may be accorded as TOP PRIORITY.

Encls: As above

(Chirabrata Sarkar)
Under Secretary to the Govt. of India
Tel. No. 24623157

To
The Under Secretary (Admn.) of all Ministries/Departments participating in CSSS.
(through website of this Department)
(i) Name of the Ministry:
(ii) Sanctioned Strength in PS Grade (as on 01.07.2017):
(iii) Vacancies in PS Grade (as on 01.07.2017):
(iv) Incumbency position:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>CSL No.</th>
<th>Name (Shri/Ms./Mrs.)</th>
<th>Date of Birth</th>
<th>Date of Entry into Govt. Service</th>
<th>Date of appointment to PA Grade on regular basis</th>
<th>Date of appointment to PS Grade on regular basis</th>
<th>Category</th>
<th>Mode of entry in PA Grade (SQ or LDCE)</th>
<th>Present Cadre unit</th>
<th>Remarks</th>
</tr>
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</table>

(v) The names of PSs who has superannuated/taken VRS etc. in PS Grade in the period from 01.07.2017-30.06.2018