No. 5/1/2019 -CS.II(C)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi –110 003
Dated: 17th May, 2019

OFFICE MEMORANDUM

Subject: Updation of data in respect of Steno Grade ‘D’ and PA Grade of CSSS-reg.

The undersigned is directed to refer to this Department’s OM of even number dated 12.04.2019 on the subject cited above and to say that the information in respect of Stenos Grade ‘D’/Personal Assistants of CSSS who are posted in all the Ministries/Departments is required to be updated for purposes such as filling of Immovable Property Return (IPR), updation of web-based data of PAs, filling up of unfilled vacancies, record maintenance, preparation of CSL etc.

2. The defaulting cadre units are, once again, requested to furnish the requisite information in respect of Steno Grade ‘D’/PA Grade as on 01.04.2019 in the proforma attached by 24.05.2019 positively to enable this Department to update the records of PA Grade.

Encl:- As above

(Dinesh)
Under Secretary to the Govt. of India
Tel. No. 24654020

To

The defaulting cadre units of CSSS.
(through website of this Department)
### Annexure-I

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of Ministry/Department</th>
<th>Sanctioned strength in PA Grade</th>
<th>Incumbency</th>
<th>vacancy</th>
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**Details of PA presently working in the Ministry/Department (As on 01.04.2019)**

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of Ministry/Dept. and name of the office where posted whether at Delhi or outstation posts</th>
<th>CSL No.</th>
<th>Name</th>
<th>Date of Birth</th>
<th>Category</th>
<th>SLY</th>
<th>Mode (SQ/LDCE)</th>
<th>Date of joining in PA Grade</th>
<th>Date of posting in present Ministry /Deptt.</th>
<th>Remarks, if any</th>
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### Annexure-II

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of Ministry/Department</th>
<th>Sanctioned strength in Steno Grade 'D'</th>
<th>Incumbency</th>
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**Details of Steno Grade ‘D’ presently working in the Ministry/Department (As on 01.04.2019)**

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<th>CSL No.</th>
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<th>Date of Birth</th>
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To
1. US (Admn.), M/o Civil Aviation, Rajiv Gandhi Bhavan, New Delhi.
2. US (Admn.) M/o Coal, Shastri Bhawan, New Delhi.
5. US (Admn.), D/o Expenditure, North Block, New Delhi.
7. US(Admn.), D/o Food Processing Industries, Panchsheel Bhawan, New Delhi.
15. US(Admn.), M/o MSME, Udyog Bhawan, New Delhi.
17. US (Admn.), D/o Personnel & Training, North Block, New Delhi.
28. US (Admn.), M/o Tribal Affairs, Shastri Bhawan, New Delhi.
31. US(Admn.), M/o AYUSH, AYUSH BHAWAN, B Block, GPO Complex, INA, New Delhi.
32. US(Admn.), M/o DoNER, Vigyan Bhawan Annexe, Maulana Azad Road, New Delhi.