OFFICE MEMORANDUM

Subject: Up-dation of web-based data of PA Grade of CSSS in CSCMS-reg.

The undersigned is directed to refer to this Department’s OM of even number dated 22.12.2016 and subsequent reminders dated 02.02.2017 and 01.03.2017 on the subject cited above and to say that the information in respect of 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 of PA Grade as on 31.12.2016 in the proforma attached within a week immediately to enable this Department to update the records of PA Grade.

Encls:- As above

(Pradeep A.)
Under Secretary to the Govt. of India
Tel. No. 24623157

To
The defaulting cadre units of CSSS,
(through website of this Department)
Annexure to DoP&T’s OM No. 5/4/2016-CS-II(C) dated 04.03.2017

To

1. US (Admn.), M/o Civil Aviation, Rajiv Gandhi Bhavan, New Delhi.
2. US (Admn.) Central Informaton Commission, Bhikaji Cama Place, New Delhi.
7. US (Admn.), D/o Expenditure, North Block, New Delhi.
11. US (Admn.), M/o Minority Affairs, CGO Complex, Lodi Road, New Delhi.
20. US(Admn.), M/o AYUSH, AYUSH BHAWAN, B Block, GPO Complex, INA, New Delhi.
21. US(Admn.), M/o DoNER, Vigyan Bhawan Annexe, Maulana Azad Road, New Delhi.
### Annexure to DoP&T's OM No. 5/4/2016-CS-II(C) dated 28.03.2017

<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>
</tr>
</thead>
</table>

#### Details of PA presently working in the Ministry/Department (As on 31.12.2016)

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of Ministry/Department 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 (through LDCE or SQ)</th>
<th>Date of Joining</th>
<th>Date of posting in Ministry/Department</th>
<th>Remark, if any</th>
</tr>
</thead>
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