MOST IMMEDIATE/TIME BOUND

21/36/2006-CS.I(ER)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
CS-I Division

Lok Nayak Bhawan, New Delhi
Dated the 21st January, 2011.

OFFICE MEMORANDUM

Subject: Information/Data required from every individual CSS Officer to maintain ER Sheet of CSS Officers on the pattern of IAS Officers.

Attention of all Ministries/Departments is drawn to this Department’s OM of even number dated 28th May, 2008 and subsequent reminders from time to time for submission of Executive Record (ER) Sheets in respect of all CSS Officers. CS-I Division, being the cadre controlling authority for CSS officers often requires various data, to enable policy formulation & decision making especially with reference to posting-transfers, vacancy position in Ministries/Departments, preparation of select lists, maintenance of reservation roster nomination for training etc. Though several Ministries/Departments have forwarded ER sheets to this Division in respect of CSS officers under them, the information in respect of all the officers have still not been received. Further, in most of the cases, the ER sheets have not been completely filled resulting in incomplete/faulty data. Recently, the ER Software has been linked with software for monitoring of Annual Performance Appraisal Report (APAR) of all CSS officers. As a result feeding of at least the basic data in respect of all officers has become an immediate requirement to ensure the success of the APAR Completion Monitoring Software in addition to other requirements for proper cadre management of various grades of CSS.

2. On the basis of the data received from Ministries/Departments and records available in this Division, the basic data in respect of all officers from Under Secretary and above has already been fed in the ER Sheet software. Ministries/Departments are, now therefore, requested to kindly furnish the basic data in respect of Assistant and Section Officer separately in the enclosed formats (Annexure A & B) by 15th February 2011. The information may also be furnished by e-mail at: uesel-dopt@nic.in. The Deputy Secretary/Director (Administration) who have been nominated as the nodal officer for this work may kindly be advised to ensure compliance of sending the data in respect of Section Officers and Assistants of CSS by the above date.

(M.C. Luther)
Director
Tele: 24629411
Telefax: 24629414

To
JS(Admn.)
As per std. list.
Annexure A

Name of the Ministry/Department/Office ____________________________

Service: Central Secretariat Service

Designation/Grade: Assistant

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<tr>
<th>Sanctioned strength</th>
<th>In position</th>
<th>vacant</th>
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<tr>
<th>S.No.</th>
<th>Name in full</th>
<th>Date of Birth</th>
<th>Category SC/ST/OBC/Gen</th>
<th>Status (Regular/Ad-hoc)</th>
<th>Select list Year in case of Regular</th>
<th>Date since working in the grade</th>
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Note: Details of officers on deputation may also be furnished separately.
Annexure B

Name of the Ministry/Department/Office

Service: Central Secretariat Service

Designation/Grade: Section Officer

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