

F.No.3/3/2017-CS-I (D)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel and Training)

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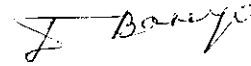
2<sup>nd</sup> Floor, Lok Nayak Bhavan,  
New Delhi-110003  
Dated 22<sup>nd</sup> November, 2017

**Office Memorandum**

Subject: Updating the database of CSS Officers – regarding

The undersigned is directed to request the Ministries/Departments concerned to furnish the information as specified in the attached proforma (Annex-I) to the undersigned at the earliest. The information could also be communicated through e-mail at santoshkumar.agarwal@nic.in.

Encl: A/a



(Debabrata Banerjee)  
Under Secretary to the Govt. of India  
☎: 24629413

**Ministry/Department concerned**

**Annexure-I**

- (i) Name of Ministry/Department:-.....
- (ii) Sanctioned Strength of DS/Director/ JS (in-situ) in Central Secretariat Service:-.....
- (iii) No. of present incumbents (DS/Director/JS (in-situ) in Central Secretariat Service:-.....

| S.No | Name of incumbent | Designation | Regular or ad-hoc | Date of ad-hoc appointment | * Date of regular appointment | * Date of joining in present Ministry/ Department |
|------|-------------------|-------------|-------------------|----------------------------|-------------------------------|---------------------------------------------------|
|      |                   |             |                   |                            |                               |                                                   |
|      |                   |             |                   |                            |                               |                                                   |
|      |                   |             |                   |                            |                               |                                                   |

- (iv) No. of vacancy(s) and the reasons for occurrence of vacancy(s):-

\* In case the information was sent earlier, the date of communication along with the reference no. may kindly be indicated.