

IMMEDIATE
REMINDER-III

No.26/36/2006-CS.I (U)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
CS-I Division

2nd Floor, Lok Nayak Bhawan, Khan Market, New Delhi
Dated the 30th June, 2011

OFFICE MEMORANDUM

Subject: Executive Record of CSS officers.

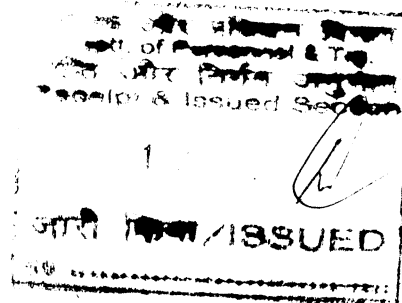
The undersigned is to refer to this Department's O.M. of even number dated 21st January 2011 and subsequent reminders dated 21.2.2011 & 9.3.2011 on the subject mentioned above requesting all Ministries/Departments to furnish the basic data in respect of Section Officers & Assistants of CSS in the prescribed formats by 15.3.2011. While majority of the Ministries/Departments have furnished the information, a few of them have not yet furnished the information till date despite a lapse of five months. The list of defaulting Ministries/Departments is enclosed.

2. It is reiterated that there is an immediate requirement of computerization of atleast basic data of all the CSS officers for various activities related to cadre management. The defaulting Ministries/ Departments are, therefore, once again requested to kindly co-operate with this Division and furnish the requisite information latest by 15.07.2011 in the prescribed format (Annexure A&B). The information may be sent separately for Section Officers and Assistants for each sub – cadre unit. The information may also be sent by e-mail at: uscs1-dopt@nic.in or socs1coord-dopt@nic.in.

Monica Bhatia
(Monica Bhatia)
Director
Tele.: 24629411

To

Joint Secretary (Administration)
Ministries/Departments
(As per list).



**LIST OF MINISTRIES/DEPARTMENT NOT SUBMITTED EXECUTIVE REOCD
(ER) SHEET DATA OF SECTION OFFICERS & ASSISTANTS**

S.No.	Ministries/Departments	Section Officer	Assistant
1	AGRICULTURE & COOPERATION	Not Received	Not Received
2	FERTILIZERS	Not Received	Not Received
3	COAL	Not Received	Not Received
4	PUBLIC ENTERPRISES	Not Received	Not Received
5	FOOD & PROCESSING INDUSTRY	Not Received	Not Received
6	FOOD & PUBLIC DISTRIBUTION	Not Received	Not Received
7	CULTURE	Not Received	Not Received
8	FINANCIAL SERVICES	Not Received	Not Received
9	AYUSH	Not Received	Not Received
10	JUSTICE	Not Received	Not Received
11	OFFICIAL LANGUAGE	Not Received	Not Received
12	LEGISLATIVE	Not Received	Not Received
13	CENTRAL INFORMATION COMMISSION	Not Received	Not Received
14	STAFF SELECTION COMMISSION	Not Received	Not Received
15	NEW & RENEWAL ENERGY	Not Received	Not Received
16	ROAD TRANSPORT & HIGHWAYS	Not Received	Not Received
17	TRIBALS AFFAIRS	Not Received	Not Received
18	HOUSING & URBAN POVERTY ALLEVIATION	Not Received	Not Received
19	URBAN DEVELOPMENT	Not Received	Not Received
20	TOURISM	Not Received	Not Received
21	CIVIL AVIATION	Received	Received
	Ministry of Civil Aviation has not indicated information regarding actual place of posting of officers in sub cadre i.e. Civil Aviation (proper), DGCA, AERA, Bureau of Civil Aviation Security, Commission for Railway Safety is not mentioned. The same may please be furnished urgently.		
ER SHEET DATA NOT RECEIVED IN RESPECT OF ASSISTANTS			
22	ECONOMIC AFFAIRS	Not Received for Assistants	
23	HIGHER EDUCATION	Not Received for Assistants	
24	SCHOOL EDUCATION & LITERACY	Not Received for Assistants	
25	Ministry of Information & Broadcasting - In respect of Assistants, the actual place of posting in sub cadre i.e. Main Sectt., PIB, AIR, Doordarshan, DAVP, Publication Division, Registrar of Newspaper of India etc. in not mentioned. List indicating actual place of posting may be forwarded urgently.		

Annexure A

Name of the Ministry/Department/Office _____

(Information to be furnished for each sub cadre unit separately)

Service: Central Secretariat Service

Designation/Grade: Assistant

Sanctioned strength	In position	vacant

S.No.	Name in full	Date of Birth	Category SC/ST/OBC/Gen	Status (Regular/Ad-hoc)	Select list Year in case of Regular	Date since working in the grade

Note: Details of officers on deputation may also be furnished separately.

Annexure B

Name of the Ministry/Department/Office _____

(Information to be furnished for each sub cadre unit separately)

Service: Central Secretariat Service

Designation/Grade: Section Officer

Sanctioned strength	In position	vacant

S.No.	Name in full	Date of Birth	Category SC/ST/OBC/ Gen	Status (Regular/ Ad-hoc)	Select list Year in case of Regular	Date since working in the grade

Note: Details of officers on deputation may also be furnished separately