

No. 11/1/2016-CS.II(B)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel and Training
(CS.II Division)

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi – 110 003.
Dated: 7th June, 2016.

OFFICE MEMORANDUM

Subject: Preparation of SL-2013 of Seniority Quota Assistant Section Officer(erstwhile Assistant)-reg.

The undersigned is directed to refer to this Department's O.M. of even number dated 15th March, 2016 and subsequent reminders dated 4th May, 2016, 17th May, 2016 & 31st May, 2016 on the subject mentioned above and to say that, a few cadre units have not furnished the requisite information to this Department. These cadre units are, therefore, requested to furnish the requisite information to this Department **immediately**. A soft copy (in MS Word/Excel format) of the list of Assistant Section Officers (SQ) as per the proforma may also be e-mailed at email address:- sarswat.rajesh13@nic.in

Encl: Proforma


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

To,

1. **US** (Admn.), D/o Animal Husbandry, D & F, Krishi Bhavan, New Delhi.
2. **US** (Admn.), M/o N & R Energy, Block No- 14, CGO Complex, New Delhi.
3. **US** (Admn.), M/o Skill Development & Entrepreneurship , 2nd Floor, Annexe Building Shivaji Stadium, Shaheed Bhagat Singh Marg, Connaught Place, New Delhi-110001.
4. **US** (Admn.), M/o Textiles, Udyog Bhavan, New Delhi.
5. **US** (Admn.), M/o Tribal Affairs, Shastri Bhavan, New Delhi.
6. **US** (Admn.), M/o Home Affairs, North Block, New Delhi.
7. **US** (Admn.), M/o Minority Affairs, CGO Complex, Lodi Road, New Delhi

Proforma

S.No.	Name of the Official	Date of birth	Category	SLY of ASO grade	Remarks, if any