

F. No. I.11019/26/2019-CRD  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

2<sup>nd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated 7<sup>th</sup> October, 2019

**OFFICE MEMEORANDUM**

**Sub: Service Profile of Central Service-reg.**

The Undersigned is directed to refer to this Ministry's OM of even No. dated 17/09/2019 on the subject cited above and to say that the requisite information is awaited form various Ministries/Departments.

2. Keeping in view the requests received from some of the Departments, the time line for submission of service profile is hereby extended upto 30/10/2019. All the Ministries/Department/Attached offices are requested to set a time line for all their cadre units for providing details so that the compiled information may reach this Deptt. by 30/10/2019 positively.

3. It is further clarified that:

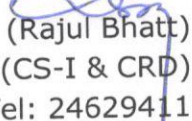
(i) Details of all the Services/cadres/Isolated posts/GCS/open posts are required to be provided irrespective of their status as Group 'A' or Group 'B' or Group 'C'.

(ii) The Ministries/Department may send compiled information (in separate Performa) for all the Services/cadres/isolated posts/GCS/open posts under their administrative control. The Attached Offices may send their details to their administrative Ministry for compilation.

(iii) In case no cadre/services/GCS/open posts/isolated posts are maintained by the Ministry/Department, name of the service and CCA for the posts available in the Deptt. may be provided.

4. All the Ministries/Departments are requested to recheck the details before sending the same to this Deptt. to avoid any complication, in future.

5. The details may also be emailed at [randhir.kumar14@nic.in](mailto:randhir.kumar14@nic.in).

  
(Rajul Bhatt)  
Director (CS-I & CRD)  
Tel: 24629411

To

All the Ministries/Department/Attached Offices of Govt. of India