

IMMEDIATE

File No.4/1/2019-CS-II(A)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi-110003.

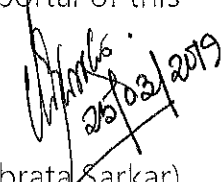
Dated: 25th March, 2019

OFFICE MEMORANDUM

Subject: Updation of web-based data of PS Grade of CSSS in CSCMS-reg.

The undersigned is directed to say that the information in respect of Private Secretaries of CSSS who are posted in all the Ministries/Departments is essentially required to be updated for several purposes eg. filling of Immovable Property Return (IPR), updation of web-based data of PSs and filling up of unfilled vacancies etc. It will also serve other purposes— record maintenance, preparation of CSL etc.

2. All Ministries/Departments are, therefore, requested to furnish the requisite information of PS Grade as on 15.03.2019 in the proforma attached by 05.04.2019 positively to enable this Department to update the records of PS Grade. The cadre units are also requested to update the information on CSCMS portal of this Department simultaneously.


(Chirabrata Sarkar)

Under Secretary to the Govt. of India

Tel. No. 24623157

To

All Ministries/Departments participating in CSSS cadre.
(Deputy Secretary (Admn./Estt.))

Vacancy position in the grade of Private Secretaries as on 15.03.2019.

Name of the Main Cadre Unit:

Grade	Sanctioned Strength	No. of Private Secretaries In-Position as on 15.03.2019			Vacancies as on 15.03.2019
		Regular	Adhoc	Total	
PS					

The following information may also be provided in the table given below:

Sl.No.	Name of Private Secretaries	Regular/Adhoc	Date of Retirement on attaining the age of superannuation (between 01.01.19 to 30.06.19)
1.			