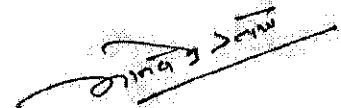


F.No.05/03/2022-Welfare  
Government of India  
Department of Personnel and Training  
(Welfare Division)  
\*\*\*\*\*

Lok Nayak Bhawan, New Delhi  
Dated the 17<sup>th</sup> February 2023

**CIRCULAR**

The Department of Personnel and Training has decided to revamp the functioning of the Central Secretariat Club (CSC) and various facilities are being upgraded / introduced at the Club. As a first step to fulfil the objective, a drive is currently underway for physical verification of the Members of the Club. All Members of the CSC are, therefore, requested to get their verification completed within the stipulated time schedule issued by the Central Secretariat Club (copy Enclosed).



(Manavendra Pratap)

Under Secretary to the Government of India

**CENTRAL SECRETARIAT CLUB**  
**7-10 PARK STREET, NEW DELHI – 110 001**

**NOTICE**

With reference to Central Secretariat Club notice dated 08.01.2023, it is to inform that as per direction of the DOP&T, Govt. of India **final phase of the special drive for physical verification of the Members** of the club is to be held as per the following schedule:

13.02.2023 to 15.02.2023 – From 05.00 PM to 07.00 PM

20.02.2023 to 23.02.2023 – From 05.00 PM to 07.00 PM

27.02.2023 to 28.02.2023 – From 05.00 PM to 07.00 PM

The members, who could not get the verification done during the first phase, are requested to visit the club as per the above schedule and submit the following documents for records of the club:

- a. Two copies of latest passport size photograph;
- b. Copy of the Address proof (not older than 3 months), viz. electricity bill, water bill and telephone bill etc.;
- c. Copy of identity card for serving members/PPO for retired person issued by the respective office;
- d. Receipt of the payment of annual subscription fees for the financial year 2022-2023;
- e. Detail of family member (spouse and children below 18 years) viz. name, age, relation to the member etc., who wish to avail facilities of the club etc. along with two recent passport size photographs;

Members, who are not able to visit the club as per the schedule, may submit a written request in this regard to the Genl. Secretary, Central Secretariat Club on or before 28<sup>th</sup> February, 2023. Extension of time for physical verification / submission of documents may be granted to such members and intimation to the effect would be given in due course of time.

If a Member fails to respond within the prescribed time, it would be presumed that he/she is not interested in continuing membership of the club and the membership shall be terminated with immediate effect.

Dated: 03.02.2023

  
**GENERAL SECRETARY**