

No. 5/4/2016 -CS.II(C)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi -110 003
Dated: 22nd Dec., 2016

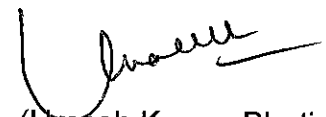
OFFICE MEMORANDUM

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

The undersigned is directed to say that the information in respect of Personal Assistants 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 PAs 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 PA Grade as on 31.12.2016 in the proforma attached by 15.01.2017 positively to enable this Department to update the records of PA Grade.

Encls:- As above



(Umesh Kumar Bhatia)
Under Secretary to the Govt. of India
Tel. No. 24623157

To

The Under Secretary (Admn.) of all Ministries/Departments participating in CSSS.
(through website of this Department)

