

No. 5/1/2019 -CS.II(C)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

3<sup>rd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi -110 003  
Dated: 17<sup>th</sup> May, 2019

**OFFICE MEMORANDUM**

**Subject: Updation of data in respect of Steno Grade 'D' and PA Grade of CSSS-reg.**

The undersigned is directed to refer to this Department's OM of even number dated 12.04.2019 on the subject cited above and to say that the information in respect of Steno Grade 'D'/Personal Assistants of CSSS who are posted in all the Ministries/Departments is required to be updated for purposes such as filling of Immovable Property Return (IPR), updation of web-based data of PAs, filling up of unfilled vacancies, record maintenance, preparation of CSL etc.

2. The defaulting cadre units are, once again, requested to furnish the requisite information in respect of Steno Grade 'D'/PA Grade **as on 01.04.2019** in the proforma attached by **24.05.2019** positively to enable this Department to update the records of PA Grade.

Encls:- As above



(Dinesh)

Under Secretary to the Govt. of India  
Tel. No. 24654020

To

The defaulting cadre units of CSSS.  
(through website of this Department)





**Annexure to DoP&T's OM No. 5/1/2019-CS-II(C) dated 15.05.2019**

To

1. US (Admn.), M/o Civil Aviation, Rajiv Gandhi Bhavan, New Delhi.
2. US (Admn.) M/o Coal, Shastri Bhawan, New Delhi.
3. US (Admn.), M/o Commerce & Industry, Udyog Bhavan, New Delhi.
4. US (Admn.), M/o Env. & Forests, Indira Paryavaran Bhavan, New Delhi.
5. US (Admn.), D/o Expenditure, North Block, New Delhi.
6. US (Admn.) D/o Fertilizers, Shastri Bhavan, New Delhi.
7. US(Admn.), D/o Food Processing Industries, Panchsheel Bhawan, New Delhi.
8. US (Admn.), M/o Health & Family Welfare, Nirman Bhavan, New Delhi.
- 9.US(Admn.), M/o Housing & Urban Affairs, Nirman Bhawan, New Delhi.
10. US (Admn.), D/o Industrial Policy & Promotion, Udyog Bhavan, New Delhi.
11. US (Admn.), M/o Information & Broadcasting, Shastri Bhavan, New Delhi.
- 12.US(Admn.), D/o Legal Affairs, Shastri Bhawan, New Delhi.
13. US (Admn.), M/o Mines, Shastri Bhavan, New Delhi.
14. US (Admn.), M/o Minority Affairs, CGO Complex, Lodi Road, New Delhi.
15. US(Admn.), M/o MSME, Udyog Bhawan, New Delhi.
16. US(Admn.), M/o Panchayati Raj, Krishi Bhawan, New Delhi.
17. US (Admn.), D/o Personnel & Training, North Block, New Delhi.
18. US (Admn.), M/o Petroleum & Natural Gas, Shastri Bhavan, New Delhi.
19. US (Admn.), M/o Power, Shram Shakti Bhavan, New Delhi.
20. US (Admn.), D/o Science & Technology, Technology Bhavan, New Delhi.
21. US(Admn.), D/o Higher Education, Shastri Bhawan, New Delhi.
22. US (Admn.), M/o Shipping, Transport Bhavan, New Delhi.
- 23.US(Admn.), M/o Skill Dev. & Entre., 2<sup>nd</sup> Floor, Annexe Building, Shivaji Stadium, New Delhi.
24. US (Admn.), M/o Social Justice & Empowerment, Shastri Bhavan, New Delhi.
25. US (Admn.), M/o Steel, Udyog Bhavan, New Delhi.
26. US (Admn.), D/o Telecommunication, Sanchar Bhavan, New Delhi.
27. US (Admn.), M/o Textiles , Udyog Bhavan, New Delhi.
28. US (Admn.), M/o Tribal Affairs, Shastri Bhavan, New Delhi.
29. US (Admn.), M/o Women & Child Development, Shastri Bhavan, New Delhi.
30. US (Admn.), D/o Animal Husbandry, D & F, Krishi Bhavan, New Delhi.
31. US(Admn.), M/o AYUSH, AYUSH BHAWAN, B Block, GPO Complex, INA, New Delhi.
32. US(Admn.), M/o DoNER, Vigyan Bhawan Annexe, Maulana Azad Road, New Delhi.