

Immediate
TIME BOUND

No. 5/1/2019 -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: 12th April, 2019

OFFICE MEMORANDUM

Subject: Updation of data in respect of Steno Grade 'D' and Personal Assistant Grades of CSSS -reg.

The undersigned is directed to say that the information in respect of Stenos Grade 'D'/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 Steno Grade 'D'/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 Steno Grade 'D'/PA Grade **as on 01.04.2019** in the proforma attached by **30.04.2019** positively to enable this Department to update the records of Steno Grade 'D'/PA Grade.

Encls:- As above


12/04/2019

(Chirabrata Sarkar)
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)

