

No. 5/1/2020 -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

Date: 05.04.2021

OFFICE MEMORANDUM

Subject: Updation of data in respect of Steno Grade 'D', PA , PS, PPS, Sr. PPS Grades of CSSS -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 Steno Grade 'D', PA , PS, PPS, Sr. PPS 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 , PS, PPS, Sr. PPS Grade **as on 31.03.2021** in the Performa attached by **15.04.2021** positively to enable this Department to update the records of all Grade of CSSS. The information may also be sent to ranjan.ak13@nic.in.

Encls:- As above



(Vasanthi V. Babu)

Under Secretary to the Govt. of India

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To

The Under Secretary (Admn.) of all Ministries/Departments participating in CSSS.

