

No.21/1/2022-CS.I(U)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
(Department of Personnel & Training)

Lok Nayak Bhawan, New Delhi-110003  
Dated 31st October, 2022

**OFFICE MEMORANDUM**

Subject: Review of CSS Officers (Under Secretary) under FR 56 (j) and Rule 48 of CSS (Pension) Rules, 1972 – Request for information – regarding

The undersigned is directed to refer to the subject mentioned above and to state that information/ complete inputs is required for review under FR 56(j) and Rule 48 of CSS (Pension) Rules 1972 in DoP&T in respect of Under Secretary level officer of CSS of Ministries/ Departments, who have crossed the age of 50 years on 01.07.2022.

2. The above-mentioned data/inputs may be provided in the 15 columns prescribed proforma (copy enclosed), in hard copy or through email address at uscs1-dopt@nic.in. The soft copy of the inputs may also be sent at the said email address in the **excel format only, as per the proforma**, not in any other format like pdf, word etc.

3. **Incomplete information:** It is stated that on previous occasions, some of the Ministries/Departments did not furnish the complete information in the format prescribed by this Department. It may, therefore, be ensured that no column is left blank. For example, against the column 'total leaves availed during the past five years', entries are required to be made therein.

4. It is also stated that DoPT being the custodian of APARs of Group-I and above level CSS Officers, provides inputs from APARs to the Review Committee for their consideration. The inputs sought from the Ministries/Departments in the 15 columns prescribed proforma are over and above what is recorded in the APARs and hence it may be ensured that these columns are not left blank. It may also be ensured that the inputs of the Ministry/Department may be communicated at an appropriate level, with the name, designation, email-id and telephone number of the officer clearly indicated.

Encl: As above

*Sunil Kumar*  
31/10/2022  
(Sunil Kumar)  
Under Secretary to the Govt. of India  
Tele: 24629412  
uscs1-dopt@nic.in

To,

1. Joint Secretary (Admin.), D/o Agriculture & Farmers Welfare, Krishi Bhavan, New Delhi
2. Joint Secretary (Admin.), D/o Agriculture Research & Education, Krishi Bhavan, New Delhi

3. Joint Secretary (Admin.), D/o Administrative Reforms & Public Grievances, Sardar Patel Bhavan, Parliament Street, New Delhi
4. Joint Secretary (Admin.), M/o AYUSH, "AYUSH Bhawan", B Block, G.P.O. Complex, INA, New Delhi-110023
5. Joint Secretary (Admin.), D/o Biotechnology, Block No. 2 , CGO Complex, Lodhi Road, New Delhi
6. Joint Secretary (Admin.), D/o of Animal Husbandry, Dairying and Fisheries, Krishi Bhavan, New Delhi
7. Joint Secretary (Admin.), Cabinet Secretariat, Rastrapati Bhawan, New Delhi
8. Joint Director, Delhi Zone, CBI Headquarters, Plot No 5-B,4th, Floor, CGO Complex New Delhi-110003
9. Joint Secretary (Admin.), D/o Chemicals & Petro-Chemicals, Shastri Bhavan, New Delhi
10. Joint Secretary (Admin.), M/o Civil Aviation, 'B' Wing, Rajiv Gandhi Bhavan, Near Safdarjung Airport, New Delhi
11. Joint Secretary (Admn.), M/o Coal, Shastri Bhawan, New Delhi.
12. Joint Secretary (Admin.), D/o Commerce, Udyog Bhavan, New Delhi
13. Joint Secretary (admin), M/o Cooperation, New Delhi.
14. Joint Secretary (Admn.), Department of Consumer Affairs, Krishi Bhawan, New Delhi -110114.
15. Joint Secretary Admin.), M/o Culture, Shastri Bhavan, New Delhi.
16. Joint Secretary (Admin.), M/o Defence, South Block, New Delhi
17. Joint Secretary (Admin.), Department of Defence Production, South Block, New Delhi
18. Joint Secretary (Admin.), Department of Defence Research and Development , South Block, New Delhi
19. Joint Secretary (Admin.), M/o Development of North Eastern Region, Vigyan Bhawan Annexe, New Delhi.
20. Joint Secretary (Admin.), Department of Ex-Servicemen Welfare, South Block, New Delhi
21. Joint Secretary (Admin.), Ministry of Drinking Water and Sanitation, C Wing, 4th floor Paryavaran Bhawan, CGO Complex Lodhi Road, New Delhi
22. Joint Secretary (Admn./Estt), Department of Empowerment of Persons with Disabilities, Shastri Bhawan, New Delhi
23. Joint Secretary (Admin.), Department of Investment and Public Asset Management, CGO Complex, New Delhi
24. Joint Secretary (Admin.), D/o Economic Affairs, North Block, New Delhi
25. Joint Secretary (Admin.), D/o of Electronics & Information Technology, Electronics Niketan, 6, CGO Complex, New Delhi
26. Joint Secretary (Admin.), M/o Environment, Forests & Climate Change, Indira Paryavaran Bhavan, Prithi Block, Aliganj, Jor Bagh Road, New Delhi-110003
27. Joint Secretary (Admn), Department of Expenditure, North Block, New Delhi
28. Joint Secretary (Admn.), D/o Fertilizers, Shastri Bhawan, New Delhi
29. Joint Secretary (Admn.), D/o Financial Services, Jeevan Deep Building, Parliament Street, New Delhi.
30. Joint Secretary (Admin.), M/o Food Processing Industries, Panchsheel Bhawan August Kranti Marg, Near Shree Fort, New Delhi
31. Joint Secretary (Admin.), D/o Food & Public Distribution, Krishi Bhavan, New Delhi
32. Joint Secretary (Admin.), D/o Health & Family Welfare, Nirman Bhawan, New Delhi
33. Joint Secretary (Admn), Department of Heavy Industries, Udyog Bhawan, New Delhi.
34. Joint Secretary (Admn.), Ministry of Home Affairs, North Block, New Delhi
35. Joint Secretary (Admin), Ministry of Human Resource Development, D/o Secondary & Higher Education, Shastri Bhawan C-Wing, Dr. Rajendra Prasad Road, New Delhi.
36. Joint Secretary (Admin.), Department for Promotion of Industry and Internal Trade, Vanijya Bhawan, New Delhi
37. Joint Secretary (Admn), M/o Information & Broadcasting, Shastri Bhawan, Dr Rajendra Prasad Road, New Delhi.
38. Joint Secretary (Admin.), Inter-State Council Secretariat, Vigyan Bhawan Annexe, New Delhi
39. Director, ISTM, JNU old campus, Olof Palme Marg, Munirka, New Delhi-110067
40. Joint Secretary (Admin.), M/o Labour & Employment, Sharam Shakti Bhavan, New Delhi
41. Joint Secretary (Admin.), D/o Legal Affairs, Shastri Bhavan, New Delhi