

**No. A.50013/82/2017-Admn.**  
**Government of India**  
**Ministry of Water Resources, River Development and**  
**Ganga Rejuvenation**  
**(ISO 9001:2008 Certified)**

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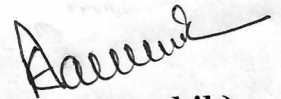
Shram Shakti Bhawan, Rafi Marg,  
New Delhi, the 19<sup>th</sup> February, 2019

**OFFICE MEMORANDUM**

Subject: - Instruction regarding reporting of personal staff of officers in the Administration Section when the officers are on leave/training/tour etc.

The undersigned is directed to say that several officers of CSSS cadre have been promoted and transferred to other Ministries/Department consequent upon their promotions without providing any replacements. This has resulted in acute shortage of CSSS staff in the Ministry and it has become very difficult to manage the situation. Apart from this, it has been observed that whenever Officers were on tour/leave, the PAs/PSs/PPS attached to the officers neither report nor inform Administration Section about their availability and their services remain unutilized during the period.

2. All the officers/officials of the CSSS Cadre are hereby directed to report to Administration Section when ever their Controlling Officer is on leave/training/tour etc. without fail. This maybe noted for strict compliance by all concerned



**(A.K. Kaushik)**  
**Under Secretary to the Govt. of India**  
**Tel. No. 23738126**

To

1. ✓ NIC Cell for uploading on the intranet.
2. All PPS/PS/PA/Steno in the Ministry of Water Resources, RD & GR.