

REMINDER-I

**No.30-13/2013-Admn.I(Pt)
Government of India
Ministry of Communications & IT
Department of Telecommunications
Sanchar Bhawan, 20, Ashoka Road, New Delhi-110001**

Dated, the 27th June, 2013

OFFICE MEMORANDUM

Attention is invited to Admn.I Section's OM of even number dated 29th May, 2013 under which all the Sections/Wings/Divisions of DoT were requested to furnish information in the prescribed proforma by 15th June, 2013 for the purpose of conducting Work Measurement Study of various Sections/Wings/Divisions DoT in respect of CSS/CSCS posts to determine the realistic strength required for various Sections/Wings/Divisions. However, so far no information has been received from any Section/Wing/Division by Admn.I. The matter was reviewed by the Work Measurement Committee in its meeting held on 26th June, 2013 and it was decided that another chance may be given to all the Sections/Divisions/Wings to furnish the information by 15th July, 2013. **In case, however, no information is received by Admn.I Section in respect of any Section/Division/Wing, it will be presumed that no additional strength is required by it and the Work Measurement Committee will determine the requirement of staff on the basis of the information available/ collected on its own.**

All the Sections/Divisions/Wings are, therefore, once again requested to furnish the information **latest by 15th July, 2013** (both hard copy as well as soft copy preferably in Excel format) with the approval of the Divisional Head at the level of DDG/JS in the proformae circulated along with the OM dated 29th May, 2013, copies of which are also available on DoT website <http://www.dot.gov.in/sites/default/files/DOC050613-002.pdf>. The hard copy may be sent to S.O. (Admn.I) and the soft copy may be sent at the e-mail address "nirmala.dev@nic.in". In case it is felt that the functions being performed by a particular Section are not adequately reflected in the proforma, suitable modification may be made in the proforma or an additional sheet attached.


(O.S. Ashok)

Deputy Secretary (Admn.I)
Tel.No.23036053

To

1. All Sections Officers/Sections In-charge/USs/ADGs etc. of DoT

Copy for information to:

2. PPS to Secretary (T)
3. PPS to AS (T)
4. CVO /Joint Secretaries/DDGs/ Directors/DSS
5. Director (IT) with the request to upload this OM along with enclosures on DoT website on the first page.