

No.5/10/2020-CS.I(U)  
Government of India  
Ministry of Personnel, PG and Pensions  
(Department of Personnel & Training)

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2<sup>nd</sup> Floor, Lok Nayak Bhavan,  
Khan Market, New Delhi-110003

Dated the 5<sup>th</sup> February, 2020

**OFFICE MEMORANDUM**

Subject: Updating the database / records of Section Officers of CSS cadre –  
Furnishing of CR dossiers etc. – Digitilization of Records -  
regarding.

The undersigned is directed to state that the CS.I Section of DoPT is in the process of digitalization of records and for this the ACR/APAR Dossiers of **Section Officers up to SOSL 2012** are proposed to be digitalized in the first instance.

2. All the concerned Ministries / Departments are therefore requested to send the original ACR / APAR Dossiers in respect of the Section Officers up to SOSL 2012, at the earliest, if the same has not already been sent.
3. This may be PRIORITY please.

  
(Amit Ghosal)

Under Secretary to the Government of India  
Tele: 24629412

To

All the Ministries / Departments concerned