

**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 29<sup>th</sup> May, 2013 under which all the Sections/Wings/Divisions of DoT were requested to furnish information in the prescribed proforma by 15<sup>th</sup> 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 26<sup>th</sup> June, 2013 and it was decided that another chance may be given to all the Sections/Divisions/Wings to furnish the information by 15<sup>th</sup> 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 15<sup>th</sup> 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 proforma circulated along with the OM dated 29<sup>th</sup> 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](mailto: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.