

**OFFICE MEMORANDUM**

Subject : Service profile of officers of Indian Statistical Service (ISS)

The undersigned is directed to say that this Ministry as the Cadre Controlling Authority in respect of Indian Statistical Service (ISS) desires to maintain updated database of all ISS officers. A proper database would also enable the Cadre Controlling Authority to take suitable decision on the career progress of ISS officers.

- All ISS officers are requested to fill up the service profile as per the enclosed proforma duly signed and forwarded to the undersigned by 28<sup>th</sup> February 2004. For sending a soft copy in the proforma, it may be downloaded from the Ministry's website [mospi.nic.in](http://mospi.nic.in) under the link **ISS Cadre**, and e-mail the filled up form to [aayub@hub.nic.in](mailto:aayub@hub.nic.in).
- This issues with the approval of Secretary, Ministry of Statistics and Programme Implementation.

(Ahamed Ayub B.)  
Deputy Secretary to the Govt. of India.  
Tel. No.23745185

**Distribution:-**

All ISS officers (by name)

**Service Profile of Indian Statistical Service Officers**

**I. Personal Details**

- Name
  - Identity No. (for official use)
  - Date of Joining Govt. Service:
  - Allotment Year (Recruitment Year in ISS):
  - Source of Recruitment:
  - Date of Birth:
  - Sex:
  - Place of Domicile:
  - Mother Tongue:
  - Languages Known:
  - Community:
  - Retirement reason:
  - Married: Yes/No  
If yes, is spouse working Yes/No  
If yes Central Govt./State Govt./Public Sector/ Autonomous Body/ Others
- Please specify Service & Cadre \_\_\_\_\_  
If in ISS, name of the spouse \_\_\_\_\_  
and batch/year of ISS \_\_\_\_\_

- Contract details:  
Address: Office: Residence:  
Phone no. (Office) (Res.)  
Fax No:  
E-mail:

**II Details of Central Deputation**

1. Whether presently on deputation to Government of India?  
2. Date of Start of Central Deputation  
3. Expiry Date of tenure of Central Deputation  
4. Tenure code:
- If in Cadre, date of reversion from Central Deputation, if any
- Details of earlier Central Deputation(s), if any

**III. Educational Qualifications:**

Sr. No.	Qualification	Subjects	Division
	Doctorate		
	Post Graduate		
	Graduate		

**III.A Details of Study leave availed**

Course	University/Institute	Specialization	Period (From – to)
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**IV. Experience Details**

Sr. No.	Designation/Level Department/Office	Organisation and place	Experience (Specify)	Service (From-to)
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**V. In-Service Training Details**

Sr. No.	Training Name	Institute	Subject	City	Duration (Weeks)
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**VI Training Details(Domestic)**

Sr. No.	Training Name	Institute	Subject	City	Duration (Weeks)
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**VII Training Details (Foreign)**

Sr. No.	Training Name	Institute	Subject	City	Duration (Weeks)
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**VIII. Conferences and workshops attended (Domestic)**

Sr. No.	Conference Subject/Title	City	Duration
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**IX. Conferences and workshops attended (Foreign)**

**X. Skill Set/Specialization**  
**a. Academic Specialization**

At P.G level:  
At Doctorate level (if applicable):

- Experience in the relevant specialization:  
(Restrict to top most 4 areas)

**DECLARATION**

I hereby declare that the information mentioned above is true to the best of my knowledge.

Date:  
Place: (Signature & Name of the officer)