

Reminder

No.25/13/2022-CS-II(B)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

3<sup>rd</sup> Floor, Lok Nayak Bhavan,  
Khan Market, New Delhi – 110003  
Dated the 17<sup>th</sup> June, 2022

OFFICE MEMORANDUM

Subject: Career progression for MTS staff in Central Secretariat  
Ministries/Departments.

The undersigned is directed to invite a reference to this Department's O.M. of even number dated 04.06.2022 (copy enclosed) on the above subject.

2. For better career management of MTSs working in Central Secretariat Ministries/Departments, all the cadre units were requested to furnish information in the prescribed format. So far, information has been received only from 26 Ministries/Departments (Annexure-I). The remaining Ministries/Departments are requested to furnish to this Department, the information sought, in the prescribed format, by 20.06.2022, positively.

*Jemi*  
17/6/22  
(Jayashree Chellamani)

Under Secretary to the Government of India

Tel: 24623157

email: [jayashree.c@nic.in](mailto:jayashree.c@nic.in)

To

All Ministries/Departments of Govt. of India as per list.

## List for communication address

S. No.	Communication address
1	US (Admn.), D/o Agriculture, Cooperation & FW, Krishi Bhavan, New Delhi.
2	US (Admn.), M/o Civil Aviation, Rajiv Gandhi Bhavan, New Delhi.
3	US (Admn.), M/o Coal, Shastri Bhavan, New Delhi.
4	US (Admn.), M/o Commerce & Industry, Udyog Bhavan, New Delhi.
5	US (Admn.), M/o Commerce( Supply Division), Nirman Bhavan, New Delhi.
6	US (Admn.), D/o Consumer Affairs, Krishi Bhavan, New Delhi.
7	US (Admn.), M/o Corporate Affairs, Shastri Bhavan, New Delhi.
8	US(Admn.), D/o Culture, Shastri Bhavan, New Delhi.
9	US (Admn.), M/o Defence, 'B' Wing, Sena Bhavan, New Delhi.
10	US (Admn.), DoP&T, North Block, New Delhi.
11	US (Admn.), DPIIT, Udyog Bhavan, New Delhi.
12	US (Admn.), M/o Earth Sciences, Prithvi Bhavan, New Delhi.
13	US (Admn.), D/o Education, Shastri Bhavan, New Delhi.
14	US (Admn.), M/o Env. & Forests, Indira Paryavaran Bhavan, New Delhi.
15	US (Admn.), D/o Expenditure, North Block, New Delhi.
16	US (Admn.), D/o Fertilizers, Shastri Bhavan, New Delhi.
17	US (Admn.), D/o Food & Public Distribution, Krishi Bhavan, New Delhi.
18	US (Admn.), M/o Health & Family Welfare, Nirman Bhavan, New Delhi.
19	US (Admn.), M/o Home Affairs, North Block, New Delhi.
20	US (Admn.), M/o Housing & Urban Affairs, Nirman Bhavan, New Delhi.
21	US (Admn.), M/o Information & Broadcasting, Shastri Bhavan, New Delhi.
22	US (Admn.), M/o Jal Shakti, D/o Water Resources, RD & GR, Shram Shakti Bhavan, New Delhi
23	US (Admn.), M/o Jal Shakti, D/o Drinking Water & Sanitation, 8 <sup>th</sup> Floor, Pt. Deendayal Antoyadaya Bhawan, CGO Complex, Lodhi Road, New Delhi-3.
24	US (Admn.), M/o Labour, Shram Shakti Bhavan, New Delhi.
25	US (Admn.), D/o Legal Affairs, Shastri Bhavan, New Delhi.
26	US (Admn.), M/o MSME, Udyog Bhavan, New Delhi.
27	US (Admn.), M/o Mines, Shastri Bhavan, New Delhi.
28	US (Admn.), M/o Petroleum & Natural Gas, Shastri Bhavan, New Delhi
29	US (Admn.), M/o Ports, Shipping & Waterways, Transport Bhavan, 1-Parliament Street, New Delhi-110001
30	ADG (Admn.), D/o Posts, Dak Bhavan, Sansad Marg, New Delhi.
31	US (Admn.), M/o Power, Shram Shakti Bhavan, New Delhi.
32	US (Admn.), M/o Road, Transport & Highways, Transport Bhavan, New Delhi.
33	US (Admn.), M/o Rural Development, Krishi Bhavan, New Delhi.
34	US (Admn.), D/o Science & Technology, Technology Bhavan, New Delhi.
35	US (Admn.), M/o Skill Development & Entrepreneurship, Shivaji Stadium Annexe Building, Shaheed Bhagat Singh Marg, New Delhi-110001
36	US (Admn.), M/o Social Justice & Empowerment, Shastri Bhavan, New Delhi.
37	US (Admn.), M/o Statistics & Programme Implementation, Sardar Patel Bhavan, Sansad Marg, New Delhi-110001
38	US (Admn.), M/o Steel, Udyog Bhavan, New Delhi.
39	US (Admn.), D/o Telecommunication, Sanchar Bhavan, New Delhi.
40	US (Admn.), UPSC., Dholpur House, Shahjahan Road, New Delhi
41	US (Admn.), M/o Women & Child Development, Shastri Bhavan, New Delhi
42	US (Admn.), M/o Youth Affairs & Sports, Shastri Bhavan, New Delhi
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## Annexure-I

1. D/o Food & Public Distribution, M/o Consumer Affairs, Food & PD.
2. D/o Science & Technology, M/o Science & Tech.
3. D/o Agriculture & Farmers Welfare, M/o Agriculture & FW.
4. D/o Chemicals & Petrochemicals, M/o Chemicals & Fertilizers.
5. M/o Coal.
6. D/o Commerce, M/o Commerce & Industry.
7. Department for Promotion of Industry and Internal Trade, Ministry of Commerce & Industry.
8. M/o Culture.
9. D/o Animal Husbandry & Dairying, M/o Fisheries, Animal Husbandry and Dairying.
10. D/o Fisheries, M/o Fisheries, Animal Husbandry and Dairying.
11. M/o Food Processing Industries.
12. M/o Information & Broadcasting.
13. M/o Labour & Employment.
14. NITI Aayog.
15. MHA.
16. D/o Posts, M/o Communications.
17. M/o Power.
18. M/o Road Transport & Highways.
19. M/o Steel.
20. M/o Youth Affairs & Sports.
21. M/o Housing and Urban Affairs.
22. D/o Telecom, M/o Communications.
23. D/o Drinking Water & Sanitation, M/o Jal Shakti.
24. M/o Petroleum & Natural Gas.
25. M/o Mines.
26. Central Herd Registration Scheme, D/o Animal Husbandry & Dairying, M/o Fisheries, Animal Husbandry & Dairying.

No. 25/13/2022-CS.II (B)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

3<sup>rd</sup> Floor, Lok Nayak Bhawan  
Khan Market, New Delhi-110003  
Dated the 4<sup>th</sup> June, 2022

**OFFICE MEMORANDUM**

Subject: Career progression for MTS staff in Central Secretariat Ministries/Departments.

The undersigned is directed to say that in pursuance of the recommendations of the 6<sup>th</sup> CPC, all Group-D posts in Govt. of India doing different duties had been re-designated as Multi-Tasking Staff vide DoPT OM No.AB-14017/6/2009-Estt (RR) dated 30<sup>th</sup> April, 2010. The Ministries/Departments were asked to adopt the designation of MTS for some common categories of posts in the secretariat offices and to classify the posts as Group-C in Pay Band-1 with Grade Pay of Rs.1800. As per the instructions therein the Ministries/Departments were supposed to amend the Recruitment Rules for erstwhile Group-D posts as per the Model RRs to fill up the vacancies of MTS.

2. Pursuance to the O.M. dated 20.4.2010, the Staff Selection Commission is also conducting recruitment for selection of MTS on annual basis based on the vacancies reported by the respective Ministries/ Departments.

3. In view of the above, for better career management of MTSs working in Central Secretariat Ministries/Departments, all the cadre units are requested to please furnish the information as per the **Annexure-I** through email at [chowdhury.r13@nic.in](mailto:chowdhury.r13@nic.in) by 10<sup>th</sup> June, 2022.

*Bhagirath Jha*

(Bhagirath Jha)

Under Secretary to the Govt. of India.

Tel. No.24654020

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To

All Ministries/Departments of Govt. of India as per **Annexure-II**

- A. Name of the Ministry/Department:  
 B. Incumbency position as in 2010:

S.No	Description	Sanctioned strength					Information sought					Vacancies					
		UR	OBC	SC	ST	Total	UR	OBC	SC	ST	Total	UR	OBC	SC	ST	tot	
1	Group-D staff as in 2010																

- C. MTSS recruited from 2010 to 2021:

Year of recruitment	No. of MTSS recruited from 2010					Year of recruitment	No. of MTSS recruited from 2010				
	UR	OBC	SC	ST	Total		UR	OBC	SC	ST	Total
2010						2016					
2011						2017					
2012						2018					
2013						2019					
2014						2020					
2015						2021					

- D. Date of amendment of RRs (please enclose a copy of the latest RRs of MTS notified by the cadre).  
 E. The details of promotional avenues available in the Cadre Unit for its MTS staff:  
 F. In case of vacancies the action taken to fill up the vacancies:  
 G. In case of vacancies not filled up, how the work relating to MTS (erstwhile group-D) is managed at present by the cadre units and whether any recruitment of MTSS shall be made through SSC and when.  
 H. Present Incumbency:

MTS as on June 2022	Sanctioned strength					In position					Vacancies					
	UR	OBC	SC	ST	Total	UR	OBC	SC	ST	Total	UR	OBC	SC	ST	to	

Blayida RP  
 04.06.2022