

File No. 15/1/2014-CS-II(A)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(CS-II Division)

3rd Floor, Lok Nayak Bhawan
Khan Market, New Delhi-11003

Dated: 22/5/2018

OFFICE MEMORANDUM

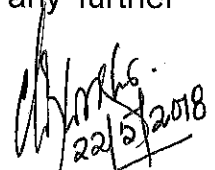
Subject: 3rd cadre review of central Secretariat Stenographers Service (CSSS) regd.

The undersigned is directed to refer to this Department's OM of even number dated 12.09.2017 (copy enclosed) and subsequent reminder dated 25.10.2017 regarding information in respect of allocation of CSSS posts for the entitled officers in Ministries/Departments in connection with the 3rd cadre review of central Secretariat Stenographers Service (CSSS).

2. The requisite information has been received from most of the Ministries/Departments as per the revised entitlement of personal staff in the offices of entitled officers. However, the said information is still awaited from some of the Cadre units. It is therefore, requested that with the approval of the concerned Minister in Charge the necessary information, may kindly be furnished to this Department in the prescribed format (Annexure) by email on the e-mail addresses given below, latest by 25.05.2018:

chirabrata.sarkar@nic.in
pandey.n13@nic.in
aman.kaur88@nic.in

3. It may also be noted that in case the proposal is not received by the above date, it will be presumed that there is no specific requirement of a particular cadre unit and decision will be taken by this Department without any further communication.



(Chirabrata Sarkar)

Under Secretary to the Government of India

Tele: 24623157

e-mail: chirabrata.sarkar@nic.in

To,

Ministries/Departments.

3rd Cadre Restructuring of Central Secretariat Stenographer's Service

Sl. No.	Category of Officers	No. of Officers and their Designation	Category of Staff	Present Sanctioned Strength	Presently in position	No. of CSSS staff as per entitled officers
1.	Secretary/Special Secretary to the Government of India		PSO/Sr. PPS			
			PPS			
			PS			
			PA			
	Officers at the rank of Secretary to the Government of India		PSO/Sr. PPS			
			PPS			
			PS			
			PA			
2.	Additional Secretary to the Government of India and officers of equivalent rank		PSO/Sr.PPS			
			PPS			
			PA			
	Officers at the rank of Additional Secretary to the Government of India		PSO/Sr.PPS			
			PPS			
			PA			
3.	Joint Secretary to the Government of India		PPS			
			PS			
			Steno Gr. D			
	Officers at the rank of Joint Secretary to the Government of India		PPS			
			PS			
			Steno Gr. D			
4.	Director/Deputy Secretary and equivalent		PS			
	Director/Deputy Secretary and equivalent in other participating/attached offices (Details may be given)		PS			
5.	Under Secretary & equivalent in Ministries/Department		PA/ Steno Gr. D			
	Under Secretary & equivalent in other participating/attached offices. (Details may be given)		PA/ Steno Gr. D			
6.	Desk Officer/Section Officer		Steno Gr. D			
	Desk Officer/Section Officer and equivalent officer		Steno Gr. D			

Immediate

No. 15/1/2014-CS.II(A)(ii)
Government of India
Ministry of Personnel, Public Grievances and Pension
Department of Personnel and Training

3rd Floor, Lok Nayak Bhavan,
Khan Market, New Delhi-110003
Dated 12th September, 2017

OFFICE MEMORANDUM

Subject:- 3rd Cadre review of Central Secretariat Stenographers' Service (CSSS) -collection of information regarding.

The undersigned is directed to refer to this Department's OM No. 15/1/2014-CS.II(A)(i) dated 12th September, 2017 on the subject mentioned above vide which the decisions of the Government have been conveyed to all the cadre units of CSSS.

2. All the participating cadre units of CSSS are, therefore, requested to send the desired requirement of posts in each grade of CSSS with full justification, facts, figures and calculations based on the recommendations of the Cadre Restructuring Committee on revised entitlement of personal staff in the offices of the entitled officers in the Ministries/Departments (copy enclosed) with the approval of the concerned Minister in charge to this Department latest by **October 15, 2017**. Since the proposal received from Ministries/Departments will be examined by a designated committee for making recommendations regarding allocation of the posts among the cadre units, the dead line may please be adhered to.

3. In case proposals are not received by the due date, it will be presumed that there is no specific requirement of a particular cadre unit and decision will be taken by this Department accordingly.


(A.K. Saha)

Deputy Secretary to the Government of India
Tel: 24622365

To

All Cadre Units of CSSS
(Joint Secretary in-charge of Administration).

Sl. No.	Category of Officers	Existing Entitlement	Revised Entitlement
1	Secretary/Spl. Secretary & Equivalent rank	PSO/Sr. PPS -1	PSO/Sr. PPS -1
			PPS - 1
			PS - 1
		PA - 1	PA - 1
2	Addl Secy & Equivalent rank	PSO/Sr. PPS -1	PSO/Sr. PPS -1
			PPS - 1
			PA - 1
3	Joint Secretary & Equivalent	PPS / PS -1	PPS -1
			PS - 1
			Steno Gr. D - 1
4	Director/ Dy.Secy & Equivalent: in Ministries/ Department	PS - 1	PS - 1
5	In other participating/attached offices of CSSS	PA - 1	PS - 1
6	Under Secretary & Equivalent: in Ministries/ Departments	PA - 1	PA/ Steno Gr. 'D' - 1
7	Under Secretary in other participating/attached offices of CSSS.	PA / Steno Gr, D - 1	PA / Steno Gr D - 1
8	Desk Officer / Section Officers	Steno Gr. D - 1	Steno Gr. D - 1