

No.19/3/2013-CS-I(P)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel & Training)

Lok Nayak Bhawan, New Delhi -110003
July 25, 2013.

OFFICE MEMORANDUM

Subject: Third Cadre Review of the Central Secretariat Service (CSS)-
suggestions/inputs of the Ministries/Departments/Organisations
participating in CSS

The undersigned directed to refer to this Ministry's O.M. of even number dated 6th June, 2013 on the subject mentioned above (copy enclosed) and to say that it has been decided to seek additional information from the Ministries/Departments as in the attached proforma.

2. All the Ministries/Departments/Organisations participating in CSS are, therefore, requested to furnish desired information in the format circulated earlier and also the additional information in the proforma now being circulated at the earliest latest by 14th August, 2013 with the approval of the Secretary concerned.

Utkarsh
(Utkarsh R Tiwari)
Director
Telefax: 24629411

Deputy Secretary/Director(Admn/Estt),
All the Ministries/Departments/Organisations participating in CSS

DEPARTMENT OF PERSONNEL AND TRAINING

**ADDITIONAL INFORMATION FOR CADRE REVIEW OF THE CENTRAL SECRETARIAT
SERVICE**

1.	Annual Budget for the Ministry/Deptt. for last five years	2009-10 2010-11 2011-12 2012-13 2013-14				
2.	New Schemes/Programmes/activities added since the financial year 2010-11					
3.	Schemes/Programmes/activities discontinued/closed since the financial year 2010-11					
4.	No. of Sections/Desks in the Ministry/Department as on 1.7.2013					
5.	Whether the existing staff strength is adequate to handle the present work load?					
6.	The requirement of manpower in CSS/CSCS as on date, justified with the work load	Grade	Existing strength	Possible reduction	Additional requirement	Total b-c or b+d
		a	b	c	d	e
		LDC				
		UDC				
		Assistant				
		SO				
		Under Secy. DS/Director				
7.	Justification for increase/decrease in manpower					

The above information is to be furnished with the approval of Secretary of the Department.

Signature
Name:
Designation:
Dated:

No.19/3/2013-CS-I(P)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel & Training)

Lok Nayak Bhawan, New Delhi -110003

June 06, 2013

OFFICE MEMORANDUM

06 JUN 2013

Subject: Third Cadre Review of the Central Secretariat Service (CSS)-
suggestions/inputs of the Ministries/Departments/Organisations
participating in CSS

The undersigned directed to say that the Government has set up a Committee for cadre review of the Central Secretariat Service with the following terms of reference:

- (a) To review the structure of CSS cadre, along with the feeder cadre, so as to harmonise the functional needs with the legitimate career expectations of its members.
- (b) To assess the magnitude of stagnation in various grades of CSS and suggest remedial measures – both short-term and long-term, as to reduce promotional blocks and at the same time prevent gaps from building up.
- (c) To suggest measures to enhance the effectiveness of service and capacity building of its members.
- (d) To take into view the suggestions of the stakeholders, viz. Participating Ministries, Associations and members of the service for cadre review.
- (e) To examine any issue as referred to it by the cadre controlling authority of CSS and Central Secretariat Clerical Service (CSCS).

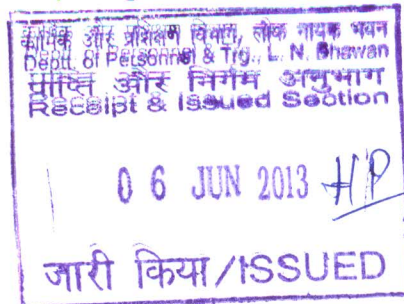
2. To facilitate deliberations of the Cadre Review Committee, it has been decided to obtain the suggestions/inputs of the Ministries/Departments/Organisations participating in CSS on the terms of reference. All the Ministries/Departments/Organisations participating in CSS are, therefore, requested to furnish their views/suggestions in the format prescribed for the purpose (copy enclosed) within a month with the approval of the Secretary concerned.

(Utkarsh R Tiwari)

Director

Telefax: 24629411

All the Ministries/Departments/Organisations participating in CSS



DEPARTMENT OF PERSONNEL AND TRAINING

**FORMAT FOR FURNISHING INPUTS/SUGGESTIONS BY THE MINISTRIES/DEPARTMENTS/ORGANISATIONS FOR CADRE
REVIEW OF THE CENTRAL SECRETARIAT SERVICE**

1.	Name of the Ministry/Department																																																																									
2.	Year of establishment																																																																									
3.	Major initiatives in the last five years viz. schemes/programmes etc.																																																																									
4.	The existing sanctioned strength of staff in all grades of CSS,CSSS and CSCS	<table border="1" style="width:100%; border-collapse: collapse; text-align:center;"> <thead> <tr> <th colspan="3"><u>CSS</u></th> <th colspan="3"><u>CSSS</u></th> <th colspan="3"><u>CSCS</u></th> </tr> <tr> <th>Grade</th> <th>Sanctioned strength</th> <th>In position</th> <th>Grade</th> <th>Sanctioned strength</th> <th>In position</th> <th>Grade</th> <th>Sanctioned strength</th> <th>In position</th> </tr> </thead> <tbody> <tr> <td>Assistant</td> <td></td> <td></td> <td>Steno D</td> <td></td> <td></td> <td>LDC</td> <td></td> <td></td> </tr> <tr> <td>SO</td> <td></td> <td></td> <td>PA</td> <td></td> <td></td> <td>UDC</td> <td></td> <td></td> </tr> <tr> <td>US</td> <td></td> <td></td> <td>PS</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>DS</td> <td></td> <td></td> <td>PPS</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Dir</td> <td></td> <td></td> <td>Sr. PPS</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>JS (insitu)</td> <td></td> <td></td> <td>PSO</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	<u>CSS</u>			<u>CSSS</u>			<u>CSCS</u>			Grade	Sanctioned strength	In position	Grade	Sanctioned strength	In position	Grade	Sanctioned strength	In position	Assistant			Steno D			LDC			SO			PA			UDC			US			PS						DS			PPS						Dir			Sr. PPS						JS (insitu)			PSO					
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6.	Whether consultants/ outsourced staff have been engaged to handle secretariat work? If so their number and their grade? In case retired Govt. servants have been engaged as Consultants the level in which they retired. Please provide details	<table border="1"> <thead> <tr> <th>Consultants</th> <th>No. of retired Govt. servants engaged as Consultants – indicate grade wise (at the time of retirement)</th> <th>No. of private persons engaged as Consultants: Indicate equivalent grade to retired officers in terms of fee paid.</th> <th>Total Consultants engaged</th> <th colspan="2">Remarks if any</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>					Consultants	No. of retired Govt. servants engaged as Consultants – indicate grade wise (at the time of retirement)	No. of private persons engaged as Consultants: Indicate equivalent grade to retired officers in terms of fee paid.	Total Consultants engaged	Remarks if any													
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7.	How does the Ministry/Department foresee itself in the next five years in the context of work load ,scope of its operation and manpower requirement ?																							
8.	Suggestions for capacity building of CSS Officers?																							
9.	Views of the Ministry/ Department on re-introduction of direct recruit Section Officers in CSS and re-introduction of LDC grade in the Central Secretariat																							

The above information is to be furnished with the approval of Secretary of the Department.

Signature:

Name:

Designation:

Date: