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GOVERNMENT OF INDIA

REPORT

OF

THE SECOND COMMITTEE

ON

CADRE RESTRUCTURING

OF

THE CENTRAL SECRETARIAT SERVICE

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS
DEPARTMENT OF PERSONNEL & TRAINING

New Delhi
November, 2008

PREFACE

The Cabinet in 2003 decided that the second Cadre Review of the Central Secretariat Service should be undertaken after 3 years, in order to remove distortions, if any, created as a result of its first cadre restructuring carried out in 2003. A Committee for cadre restructuring of the CSS was constituted on 16th June 2008, with a specific mandate to address the stagnation in various grades of the Central Secretariat Service, to review the cadre structure of the service and its feeder cadre, and to suggest short-term and long-term remedial measures for career progression of the CSS officers.

The Committee has addressed the issue of stagnation in the CSS and the feeder Service (CSCS), and also recommended long-term and short term measures to address issues relating to cadre structure of CSS.

We hope that the recommendations would usher in better cadre management of the Central Secretariat Service in the future.

(M.C. Luther) Deputy Secretary (CS.I) Member-Secretary	**(Dr. S.K. Sarkar)** Joint Secretary (AT&A) Member	**(Madhulika P. Sukul)** Joint Secretary (Pers) Member

(Vibha Puri Das)
Additional Secretary (S&V)
Chairperson

New Delhi, the 21st November, 2008

ACKNOWLEDGEMENT

The Cadre Review Committee would like to place on record its gratitude for the advice given by Shri Rahul Sarin, Secretary DoPT and Shri P K Mishra, EO & AS, in shaping the report and acknowledge the efforts and assistance rendered by the officers of the CS Division of the Department of Personnel and Training, the Associations of various Central Secretariat Services and Cadre Controlling Authorities for enabling the preparation of this Report.

Abbreviations

AFHQCS	Armed Forces Headquarters Civil Service
BAU	Business as Usual
CAT	Central Administrative Tribunal
CS Division	Central Services Division (of DOPT)
CSCS	Central Secretariat Clerical Service
CSL	Common Seniority List
CSS	Central Secretariat Service
CSSS	Central Secretariat Stenographers Service
DANICS	Delhi, Andaman & Nicobar Island Civil Service
DR	Direct Recruitment
DR SO	Direct Recruit Section Officer
DS	Deputy Secretary
E.O. Division	Establishment Officer's Division
Gr.	Group / Grade
HAG	Higher Administrative Grade
LDCE	Limited Departmental Competitive Examination
LDC	Lower Division Clerk
NFS	Non-Functional Scale
NFSG	Non-Functional Selection Grade
PA	Personal Assistant
PPS	Principal Private Secretary
PS	Private Secretary
RBSS	Railway Board Secretariat Service
RRs	Recruitment Rules
SAG	Senior Administrative Grade
SL	Select List
SO	Section Officer
SSC	Staff Selection Commission
Steno	Stenographer
Sr. PPS	Senior Principal Private Secretary
TOR	Terms of Reference
UDC	Upper Division Clerk
UPSC	Union Public Service Commission
US	Under Secretary
UT Cadre	Union Territory Cadre

Report of the Cadre Review Committee of the Central Secretariat Service, 2008

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Report of the Cadre Re-structuring Committee of the Central Secretariat Service, 2008

Executive Summary

The cadre restructuring of the Central Secretariat Service (CSS), a Service which had essentially been created to serve as the institutional memory of the Central Government, had been undertaken in October 2003. While this exercise has resulted in reducing the stagnation in some of the levels of the CSS, the problem of stagnation has continued to remain at certain levels. To resolve this and other related issues, a Committee headed by Additional Secretary (S&V) Department of Personnel & Training, Government of India was constituted in June 2008.

2. The terms of reference of the Committee were as under:

(a) To assess the magnitude of stagnation in various grades of CSS. While doing so, the viewpoints of the associations and other stakeholders may be examined.

(b) To review the structure of the CSS, along with the feeder cadre, keeping in view the findings of (a) above.

(c) To suggest remedial measures – both short-term and long-term for career progression of CSS officers, at various levels.

At the outset the Committee considered the existing levels of stagnation prevailing in the CSS and its feeder cadre, the CSCS, indicated in the table below:

TABLE - I

From	To	Prescribed length of service (eligibility) in Years for next promotion as per RRs	Actual time taken at present (Years)
Director	Joint Secretary	3	Over 11

Deputy Secretary	Director	5	Over 9
Under Secretary	Deputy Secretary	5	Over 6
Section Officer	Under Secretary	8	About 9
Assistant	Section Officer	5	About 13
UDC	Assistant	5	About 16
LDC	UDC	8	About 15

Source: CS Division DOP&T

The Committee met several times and in the process of its deliberations also met the various Associations of the CSS, CSCS, and CSSS. After a careful analysis of all relevant facts and taking into account the views of all stakeholders, the report has been prepared. The summary of recommendations is presented in the paragraphs below.

SHORT TERM RECOMMENDATIONS:

3.1 Prior to 2003, with a view to address the stagnation and non-placement of CSS officers empanelled as Joint Secretaries through the Central Staffing Scheme, the Government had approved grant of 'in-situ promotion' to those empanelled officers of CSS who had less than two years to superannuate. Post 2003, this was discontinued. The Committee noted that the problem of stagnation at the level of Director in the CSS has not eased. It was also noted that the Government has recently (October 2008) approved, once again, the system of granting of 'in-situ promotion' of CSS officers as Joint Secretaries, with a proviso, that the same shall be extended only to those CSS officers who have less than one year to superannuate.

In the light of this development, and the fact that CSS officers at the level of Director remain empanelled without placement as Joint Secretary under the Central Staffing Scheme for a number of years, ***the Committee recommends that, as in the past, promotions on 'In-situ basis' may be granted to those CSS empanelled officers***

who have less than 2 years to superannuate, in case such empanelled CSS officers are not placed as Joint Secretary in any Ministry / Department through the Central Staffing Scheme, before such in-situ promotion. (Para 5.7)

3.2 The ACC in its order dated 09.07.08 had, inter-alia, directed that the DOP&T may identify in the Ministries/ Departments, posts of Joint Secretary which are largely establishment related in nature and earmark these posts for officers of the CSS. ***In view of this ongoing exercise, the Committee recommends that the exercise of identification / earmarking of posts currently under way in the DOPT/EO's office may continue, so that posts identified through such an exercise could be available to the CSS officers. (Para 5.8)***

3.3 At present, there is a backlog of about 5 panels of CSS at the level of Director, for empanelment as Joint Secretary. Compared to RBSS, a sister service, where officers have reached SAG levels after about 25 years (1983 batch), in the case of CSS, the 1977 batch (CSE-1976) of officers were empanelled in 2007. As such officers of 1978 batch of CSS and subsequent batches upto 1982 (who have completed the revised eligibility criteria for empanelment of CSS officers) numbering around 120 are awaiting empanelment. In view of this large backlog, the ***Committee recommends that backlog panels of Joint Secretary of CSS under the Central Staffing Scheme, may be brought out in a time bound manner keeping in view the large stagnation at the Director level (Para 5.9)***

3.4 In the Selection Grade (Deputy Secretary) of CSS there are over 223 officers awaiting promotion after completing the eligibility of 5 years, due to a ceiling of cadre strength of Director posts in the CSS at 110. ***In order to address the stagnation of over 4 – 5 years at this level, the Committee recommends***

(a) that in addition to the 110 approved posts, 3 encadred posts and 33 posts being operated on personal upgradation basis (i.e. 143 Directors), another 54 posts of Directors may be created in the CSS so as to bring the total number of Directors to 200, (Para 5.10)

(b) that the placement of officers to the Director level shall be made as per the CEB procedures currently in vogue for preparation of the suitability lists of Directors, (Para 5.10)

(c) that in view of the large number of officers awaiting placement in the suitability list of Directors of CSS for the years 2004 onwards, the Committee recommends that the suitability lists of Directors for the years 2004, 2005 & 2006 may be drawn up at the earliest, in a time-bound manner.(Para 5.10)

3.5 In the last cadre restructuring of CSS in 2003, about 700 posts of Under Secretary were created in one go in the CSS, thereby increasing the total number of Under Secretaries in CSS from 700 to 1400. This has led to an imbalance in the cadre structure vis-à-vis Deputy Secretary/Director Grade. With a view to correct this imbalance and on functional considerations, the **Committee recommends as under:**

(a) 194 posts out of the 1444 posts of Under Secretary in the CSS may be upgraded to the level of Deputy Secretary, bringing the total number of posts of Deputy Secretary to 530 (336 + 194).(Para 5.11)

(b) The resultant numbers of 1200 posts Under Secretaries maybe maintained in the CSS till the next cadre review after 5 years. (Para 5.12)

3.6 After the last cadre restructuring (October 2003), while operating the Director and Deputy Secretary level posts, the DOP&T was constrained to address the stagnation at these levels, due to a fixed number of posts in the DS & Director level and the DOPT could not promote eligible officers, due to want of vacancies in the Director Grade.

With a view to address this, the **Committee recommends that *the DOP&T may be allowed the flexibility in the operation of the posts at the JAG level i.e. Director & Deputy Secretary within the overall number of posts at the JAG level (200 + 530=730), with the stipulation that at no point of time the number of Directors shall exceed the number of Deputy Secretaries, or exceed the number of 200, whichever is less.*** *In case eligible officers are not available for being promoted to Director Grade, then this flexibility would permit*

DOPT to operate the posts at DS level, within the overall ceiling of 730 posts at the JAG level. ***(Para 5.13)***

3.7 In the last Cadre restructuring, the number of Section officers was increased to 3000, to address prevailing stagnation, but without adequate functional justification, and to mainly address the prevailing levels of stagnation in the Assistants Grade in 2003. However, this has led to a situation wherein the number of working hands in the Section are going down, and the number of supervisory S.O.s going upto more than one in many Sections in Ministries/Departments. With a view to correct this situation, ***the Committee recommends that status quo may be maintained in the number of posts in the Section Officer grade of CSS. (Para 5.14)***

3.8 A demand has been raised by some of the Associations for addressing the issue of appropriate designations being given to CSS officers at the Assistants, and Section Officer levels. ***The Committee is of the view that these requests could be addressed by the DOP&T, in view of the fact that any changes in designations in CSS would also have an impact on other sister Services raising similar demands. (Para 5.15)***

3.9 Stagnation at the level of promotion from Assistant to SO is at present in the range of 8 to 10 years after completing the eligibility of 5 years. One of the reasons for this stagnation is that there is a high level of entry into the SO Grade through the Limited Departmental Competitive Examination (LDCE) of 50 %. With a view to address the stagnation of Seniority Quota Assistants, presently over 3400 who are awaiting promotion after completing over 8 to 10 years after the eligibility, ***the Committee is of the view that the specific provision in the RRs prescribing the ratio of entry (of 50: 50:: SQ: LDCE) into SO Grade of CSS, maybe kept in abeyance for a limited period of 3 years. Instead, the Committee recommends a ratio of 75:25 (SQ: LDCE) to be operated for the Select List years 2008, 2009 and 2010 only, with the specific proviso that for the years 2011 onwards, the earlier ratio of 50:50 would apply. (Para 5.18)***

3.10 The last cadre restructuring exercise in 2003 had mainly addressed the stagnation at Section Officers and Under Secretary levels. It was envisaged that as a result of almost 1400 posts having been created in the US and SO levels, the trickle down effect of the same would alleviate the stagnation at UDC and LDC levels. However, this has not happened, for a variety of reasons discussed in Paras 5.16 in Chapter 5. One of the main reasons is that about 2000 vacancies which have accrued for promotion of stagnating UDCs to Assistants' Grade have not percolated downwards, due to non-amendment to the Recruitment Rules of CSS. Consequently, over 3500 UDCs are stagnating for over 20 years of service in the same grade.

Considering the acute stagnation in the UDC grade, ***the Committee recommends that all the restructured vacancies arising as a result of restructuring of CSS in 2003 in the Assistants' grade of CSS (numbering about 1096) should be filled up through the Seniority Quota as a onetime measure for the year 2003. In addition to the above, the Committee was informed that there are about 905 vacancies which have resulted from natural wastages (superannuation, resignations, Voluntary retirements etc) pertaining to the years 2004 to 2007 which remain to be filled up on a regular basis, pending a decision to fill up the vacancies of 2003. As such, the Committee recommends that a total of about 2000 ad-hoc Assistants (1096 + 905) (regular UDCs) could be regularized against these vacancies. There would be no financial impact of the same, as the UDCs are already working as Ad-hoc Assistants.***
(Para 5.19)

3.11 The above measure would partially address the stagnation in this grade (which is currently about 3500 UDCs). In order to fully address the need of the stagnating UDCs and keeping in view the position that the cadre of LDCs and UDCs are dying cadres , and in the long-term, it is envisaged that Assistants would form the basic entry level in the Central Secretariat Service, the ***Committee further recommends that as a onetime measure, another 2967 posts of UDCs may be upgraded to the Assistants level, so as to regularize all ad-hoc Assistants (3500) and enhance the strength of the***

Assistants' Grade forming the base of the CSS cadre pyramid to a level of about 6374 (4907 +1467). (Para 5.20)

3.12 The last cadre restructuring (October 2003) had recommended that for the promotion from UDCs to Assistants' Grade, 50% promotions should be through a LDCE, and the other 50% through Seniority Quota. However, this revised mode of entry could not fructify, as the RRs could not be amended so far due to various reasons. As such, already 5 years have gone by without conduct of an LDCE for UDCs. Moreover, without the RRs in place, no mechanism has yet been worked out through the SSC, to conduct such an examination.

In view of the above, *the* ***Committee also recommends that the provisions of the RRs prescribing an LDCE for the UDCs may be kept in abeyance for two years (i.e. upto 2010) so that the Seniority Quota UDCs who are stagnating may be promoted, without any further stagnation. (Para 5.21)***

3.13 *At present, there are 5250 sanctioned posts of UDCs, in the CSCS. Of this, 1467 posts are recommended for upgradation as above. This leaves a balance of 3783 posts, which would remain in the UDC Grade of CSCS.* ***The Committee recommends a status quo in the number of UDCs after deducting the number of posts of UDCs proposed to be upgraded to Assistant' Grade as recommended in the preceding paragraph, so that the existing LDC grade continue to have adequate promotional avenues (of 3783 posts) to the UDC Grade in the normal course. (Para 5.22)***

3.14 Though the CSS is a very old service, the concept of Cadre Reserves, like in other services, has not been built into its Cadre structure. Consequently cadre management has become increasingly difficult, as a large number of officers are away on deputation, leave or training, at any given time. ***The Committee recommends the following percentages of "Reserves" in the CSS:***

- ***(a) Probationers Reserve: Number of Assistants in each batch directly recruited Grade (subject to a maximum of 200 posts)***
- ***(b) Training Reserve: 2% of posts in SO Grade i.e. = 60 posts***

(c) *Leave & Deputation Reserve = DS/Director = 5% of 730= 37 posts*

Under Secretary =10% of 1200 = 120 posts

S.O & Assistant = 5% of 9374 = 469 posts

TOTAL = 886 posts

However the total percentage of all reserves put together, should not exceed 10% of the total revised cadre strength (11304) of all grades (Assistants and above) considered together (i.e. 1130). (Para 5.25)

LONG TERM RECOMMENDATIONS:

4.1 The Associations / Unions have requested that Direct Recruitment at the Section officer or near about levels should be re-commenced, to address quality considerations in the Central Secretariat Service. ***The Committee recommends that the issue of re opening the direct recruitment to the CSS at the officer's level may be examined by the DOPT. (Para 5.26)***

4.2 The Committee was apprised of the backlog in bringing out the Select List/ Panels for regular promotions. Though some efforts had been made in bringing out outstanding regular panels /Select List in the last two years by DOPT, there was still considerable backlog of regular panels of almost 4-5 years in all grades of CSS. There were a large number of officers in every grade working on Ad-hoc basis. There is a need to make them regular quickly. **The Committee therefore recommends that *ad-hoc promotions should be discouraged in the CSS. (Para 5.30)***

4.3 The last cadre restructuring of CSS was approved in October 2003. The Committee noted that even after 5 years, the CSS Rules, 1962 (the Recruitment Rules) have not yet been amended. Any recommendations / decisions of the Government become infructuous in the absence of duly notified Recruitment Rules governing the service. As such ***the Committee recommends that once proposals / recommendations made by this Committee are accepted / approved by the Government. An all out effort should be made in DoPT in consultation with all concerned, to notify the amended Recruitment Rules***

in a time bound manner, in no case later than 01 year of such decisions being taken by the Government. (Para 5.31)

4.4 (a) The Cadre Training Plan of the CSS has been in operation for about two years through the ISTM. However, the response to participation in these mandatory training programs at all levels has not been very good, either due to officers not being relieved (in the absences of Training Reserves) or due to a general lack of interest. ***Accordingly, the Committee recommends that all the mandatory training programmes for CSS officers currently being undertaken by the ISTM, should be reviewed, in terms of duration and course content with a view to make them more attractive and useful. (Para 5.32)***

(b) At present, there is a Rotational Transfer policy being implemented in the CSS. However, there is considerable resistance to such transfers. One of the reasons perhaps could be the difficulty in learning the nuances of the new job profile / sectoral profile of the new Ministry where officers are posted. ***With a view to make this transition easier, the Committee recommends imparting a sectoral training to CSS officers, who are posted from one sector to another on rotational transfer, so that officers are enabled to settle in quickly and contribute effectively to the tasks / jobs assigned to them. (Para 5.32)***

4.5 Normally, any cadre review should take place after a gap of about 5 years. However, in the case of CSS, Government decided in 2003 that a cadre review should take place after 3 years, with a view to correct any imbalances, which may affect the cadre management following its 2003 decision. Since the current exercise is a corrective one, and since the revised RRs are yet to be put in place and tested out, t***he Committee recommends that the next cadre review of CSS should not be held before 2013, with the specific stipulation that the revised/ amended RRs as decided upon by Government are allowed to be in operation for a minimum period of 3 years after their notification. (Para 5.33)***

4.6 The Committee felt constrained at times, due to lack of up-to-date data about the CSS officers, their profile, their record, and the job contents handled.

Since no worthwhile cadre management can take place without an effective and up-to-date data-base, ***the Committee recommends that ER Sheet data base of all CSS officers be drawn up within a period of 6 months, by way of a special drive. (Para 5.34)***

4.7 The Associations of the CSSS which met the Committee brought out the acute stagnation in the Central Secretariat Stenographers Service. ***Keeping in view the stagnation in the CSSS, the DOPT may consider an early Cadre Review of the CSSS. (Para 5.35)***

4.8 Many of the recommendations of the Committee for different grades of the CSS are inter-linked As such ***the Committee recommends that all the measures suggested by the Committee be considered for implementation as a complete package. (Para 5.36)***

4.9 To sum up, ***the Committee recommends the overall cadre strength of CSS after the present Cadre Review as in the table below. A comparison has also been made with the existing percentages at various levels in comparable sister services of CSS, i.e. RBSS & AFHQCS etc. the Structural pyramids of the Cadre of CSS before the present Cadre Review & after the Cadre Review (proposed) are at Annexure XIV.***

TABLE- II

S.No	Grade	Strength after 2003 In CSS	Posts encadred between 2003 to 2008 / being operated on personal upgradation basis (as on 1.7.08)	Strength proposed @ after Present Cadre Review in CSS/CSCS (e=c+d+f)	Change	AFHQCS	RBSS
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
1	Director	110 1.13%	36 (encadred =3, upgraded =33)	200 1.76%	+54	39 1.29%	10 1.1%
2	Dy.Secy.	330 3.39%	6	530 4.69%	+194	122 4.05%	30 3.35%
3	Under Secy.	1400 14.36%	44	1200 10.61%	-244	300 9.96%	128 14.32%
4.	Section Officer	3000 30.79%	12	3000 26.53%	-12	800 26.56%	276 30.87%
5.	Assistant	4904 50.33%	3	6374 56.38%	+1467	1750 58.12%	450 50.34%
Total		9744 100%		11304 100%		3011 100%	894 100%
6	UDC#	5250		3783	-1467	-	-
7	LDC#	2528		1281	-1247*	-	-
8	Gr.Total	17522		16368		-	-

@ includes posts encadred to CSS since 2003;

 # CSCS posts;

** 85% of 1467 posts which would percolate to LDC level*

4.10 On the basis of the recommendations of the Committee, as summed up above the stagnation in the CSS is expected to be addressed and would be as under:

TABLE III

From	To	Prescribed length of service (eligibility) in Years for next promotion as per RRs	Actual time taken (Years) before cadre review	Likely time to be taken for next promotion after cadre review (2008)	Projected Levels of Stagnation in 2012 (in Years) after cadre review
Director	Joint Secretary	3	**Over 11**	**6**	**- @**
Deputy Secretary	Director	5	**Over 9**	**4**	**0**
Under Secretary	Deputy Secretary	5	**Over 6**	**1**	**4**
Section Officer	Under Secretary	8	**About 9**	**1**	**1**
Assistant	Section Officer	5	**About 13**	**8**	**2**
UDC	Assistant	5	**About 16**	**2**	**1**
LDC	UDC	8	**About 15**	**1**	**0**

@ in-situ promotions of empanelled officers would reduce the stagnation; however, it is difficult to project likely number of officers who may get empanelled and their consequent in-situ promotion or regular placement.

Chapter I

Introduction

1. **Background:**

1.1 The restructuring of the CSS, was undertaken for the first time in October 2003, with the objectives of removing stagnation at various grades in the CSS. A list of the proposals approved by the Cabinet in October 2003 is at **Annexure-I**

1.2 In accordance with the above, the present approved cadre strength of the Central Secretariat Service is as below:

Table: 1.1 Cadre strength of CSS

Grade	Scale of pay (Rs.)	Strength
Senior Selection Grade/Director	14300-400-18300	110
Selection Grade/ Deputy Secretary	12000-375-16500	330
Grade–I/Under Secretary	10000-325-15200	1400
Section Officer (Non- Functional scale) Section Officer	8000-275-13500 } 6500-200-10500 }	3000
Assistant	6500-175-10,500	4904
TOTAL CADRE STRENGTH		**9744**

1.3 The CSS also participates in the Central Staffing Scheme at Joint Secretary and other higher levels. Presently, around 43 officers of the service are holding the posts of Joint Secretary or equivalent in the Government of India and in addition, 10 officers have been granted In-situ upgradation as Joint Secretary recently. Around 5 CSS officers, though empanelled as Joint Secretary (JS), are awaiting placement.

Constitution of the present Cadre Review Committee:

1.4 The Cabinet had, while considering the proposal from the Department of Personnel & Training on cadre restructuring of the Central Secretariat Service (CSS), in its meeting held on 03.10.2003, *inter-alia* directed that the cadre review of the service be undertaken after three years to remove distortions, if any.

1.5 Government, vide the Department of Personnel & Training (DoP&T) Order No. 19/1/2008-CS.I (P) dated 16.06.2008 **(Annexure II & Annexure III)**, constituted a Cadre Restructuring Committee, hereinafter referred to as the 'Committee' with the following composition and terms of reference:

Composition

(i) Special Secretary, DoP&T/Additional Secretary (S&V): Chairperson
(ii) Joint Secretary (CS), DoP&T - Member
iii) Joint Secretary (Pers), D/o Expenditure - Member
(iv) Deputy Secretary (CS.I), DoP&T - Member-Secretary

Terms of Reference

(a) To assess the magnitude of stagnation in various grades of CSS. While doing so, the viewpoints of the associations and other stakeholders may be examined.

(b) To review the structure of the CSS, along with the feeder cadre, keeping in view the findings of (a) above.

(c) To suggest remedial measures- both short-term and long-term for career progression of CSS officers, at various levels.

Methodology adopted:

1.6 The Committee sought the written submissions from the concerned associations of the Central Secretariat Service and also afforded them the opportunity of presenting their view points before the Committee. Keeping in view the fact that the Central Secretariat Clerical Service (CSCS) which is the feeder cadre of CSS and the Central Secretariat Stenographers Service (CSSS), which is a feeder service at one level, at present (SO Grade), the Committee also decided to meet the Associations in the Central Secretariat and also ask for representations from these associations / unions. The Committee received written submissions from the Central Secretariat Service Forum (CSS Forum), the Central Secretariat Service Group 'A' Officers Association and the Central Secretariat Service (Direct Recruits Gazetted) Association and others. A

list of Associations / Unions which met the Committee / made presentations before the Committee are at **Annexure IV**

1.7 The Committee met on more than fifteen occasions during the period August – November 2008, discussed the subject with Secretary (P) and the EO&AS, DOPT, examined the existing issues on the subject, and prepared the report. The analysis in the Report is based on data submitted by the CS Division of DOP&T.

1.8 The report is structured as follows: Following the chapter on introduction, Chapter 2 outlines the existing structure in the Central Secretariat, Chapter 3 deals with stagnation in the various grades of the CSS, and Chapter 4 lists the demands of the various Associations. The recommendations of the Committee and likely financial implications are presented in chapter 5 & chapter 6 respectively.

Chapter – 2:

2.0 Existing Structure of the Central Secretariat

2.1 The Central Secretariat consists of three Central Secretariat Services, namely the Central Secretariat Service (CSS), the feeder cadre to CSS, i.e. The Central Secretariat Clerical Service (CSCS) and the Central Secretariat Stenographers Service (CSSS).

2.2 All the three services manning the Central Secretariat have their own recruitment rules, which govern the cadre administration of each service, and lay down the basic service rules.

2.3 **The Central Secretariat Service:** The origin of the CSS can be traced back to 1919, when the Imperial Secretariat Service came into being as one of the off-shoots of the Llewellyn-Smith Committee, set up consequent upon the Montague-Chelmsford Reforms. The Committee envisaged a Secretariat Organization in the nature of a pyramid, the apex of which was the "Secretary" and at the base was a body of "Assistant Secretaries" now designated as Section Officers. After independence, the 'Secretariat Offices' evolved into the 'Central Secretariat', and at present consists of the Ministries, Departments and offices as detailed in the Government of India (Allocation of Business) Rules, 1961.

2.4 **Sanctioned Strength of the CSS:** The Service is regulated by the Central Secretariat Service Rules, 1962. Its present composition after taking into account the last cadre restructuring in October 2003, is summarized below:

Table 2.1: Sanctioned strength of the CSS

Grade	Classification & Pay Scale (Pre-revised)	Mode of Recruitment & Quota Prescribed	Sanctioned Strength	Eligibility for promotion to next grade
Senior Selection Grade/ Director	Group 'A' 14,300-400-18,300	By Promotion 100%	110	5 years
Selection Grade/Deputy Secretary	Group 'A' 12,000-375-16,500	By Promotion 100%	330	5 years
Grade-I/Under Secretary	Group 'A' 10,000-325-	By Promotion 100%	1,400	5 years

	15,200			
Section Officer (NFS) Section Officer	Group 'B' 8,000-275-13,500 6,500-175-10,500	(a) By Seniority 50% (b) By LDCE 50%	3000	8 years 4/5 years
Assistant	Group 'B' 6,500-175-10,500	(a) By Direct Rectt (Thr. SSC) 75% (b) By Seniority 15% (c) By LDCE 10%	4,904	Graduates possessing computer proficiency 13 years app. Service (Proposes) 8 years app. Service (Proposed)
Total			9,744	

2.5 In addition to the strength indicated above, as on date, certain posts have been encadred into the CSS with the approval of the competent authority in the Ministry of Personnel, Public Grievances & Pensions, over the last five years as indicated below.

Table 2.2: Posts encadred since Oct 2003

S.No	Post	Sanctioned strength	No. of posts encadred	Total Strength (as on 1.10.08)	In position (as on 1.10.08)
1	Director	110	3	113	130
2	Deputy Secretary	330	6	336	314
3.	Under Secretary	1400	44	1444	1401
4	Section Officer	3000	12	3012	3006
5	Assistant	4904	3	4907	4208
	TOTAL	**9744**	**68**	**9812**	**9059**

The details of the posts encadred into the CSS may please be seen at **Annexure V**

2.6 The percentage of posts held by the CSS at various levels in the Central Secretariat as on 1.4.08 are as under:

Table showing percentage posts held by the CSS in Central Secretariat

Table 2.7

S.No.	Level	Total Posts	Posts held by CSS (as on 1.4.08)	CSS %
1	Secretary	132	0	0.00
2	Addl. Secy.	109	0	0.00
3	Jt. Secy.	435	43	9.88
4	Director	684	143	20.90
5	Dy.Secy.	397	206	51.89
6	Under Secy.	1415	1403	99.20

(Source: EO (PR) - DOPT)

Central Secretariat Clerical Service:

2.7 The Central Secretariat Clerical Service (CSCS) is one of the three services included in the Central Secretariat. It is the feeder cadre to the CSS. The Service was constituted along with the Central Secretariat Service during the year 1951, but its Rules were framed later and came into force on November 1, 1962.

2. 8 The CSCS is meant for staffing the clerical cadres of the central secretariat and its participating Attached Offices. The CSCS has two grades, namely the Upper Division Clerk (UDC) and the Lower Division Clerk (LDC) The present composition and sanctioned strength of the CSCS are as under:

Table 2.3: Details of CSCS

Grade	Classification & Pay Scale (Pre-revised)	Mode of Recruitment & Quota Prescribed	Sanctioned Strength (as on 31.10.08)	Eligibility for promotion to next grade
	Group C	By	5250	5 years

Upper Division Clerks	Rs. 4000-100-6000	**promotion 100%**		
Lower Division Clerks	Group C Rs. 3050-70-3950-80-4590	**85% by Direct Recruitment (since stopped) 15% by promotion from Group D**	**2528**	**8 years**

2.9 The cadre of CSCS was restructured in the ratio of 60:40 i.e. 60 LDCs: 40 UDCs in 1978-79, which was further, revised to 50:50 w.e.f April, 1994.

2.10 The Government decided in October, 2003 to abolish 85% of the posts falling vacant on or after 3.10.2003 meant for Direct Recruitment in the grade of LDC of CSCS. The said decision was taken after considering the recommendations of the Committee of Officers on Cadre Restructuring of CSS.

2.11 In the last cadre restructuring exercise the Government had inter-alia decided that gradually the posts of UDCs and LDCs would be abolished over a period of time upto 2013, and in place of the clerical cadres forming the feeder cadres to the CSS, the direct recruitment into the service would be at the Assistant level to be manned by the graduates who are computer literate and who would with the help of IT measures also perform the routine tasks presently being performed by the clerks. At present, in- position strength of UDCs and LDCs in the Central Secretariat is as under:

Table 2.4: cadre strength of CSCS & its status

S.No	Post	Sanctioned Strength	In position (as on 1.7.08)
1	UDC	5250	4764
2	LDC	2528	1938

The Central Secretariat Stenographers Service (CSSS)

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2.12 The Central Secretariat Stenographers Service (CSSS) was constituted in 1951 to cater to the stenographic requirements in the Central Secretariat and Attached Offices.

2.13 In pursuance of the recommendations of the 5th Pay Commission, 65 posts of PS (Grade 'A' & 'B' Merged) were upgraded to the level of PPS (Rs. 10,000 – 15,200) w.e.f. 3.8.1998. In addition a new grade of Sr.PPS in the pay scale of Rs. 12000-16500 was created and 58 posts of PPS (Private Secretary Grade) were upgraded w.e.f. 25.1.999, with a view to provide promotional avenues to PPS of CSSS. The Cadre review of CSSS was carried out in 2004, and the Government approved the revised cadre structure in 2005. In addition to the increase in the number of posts at the Sr.PPS and PPS levels, the other major changes approved for CSSS included stoppage of Direct Recruitment in the Stenographer Grade – C, and restricting the direct recruitment only to Stenographer Grade – D. The lateral entry of CSSS officers at the Under Secretary level of CSS was also stopped.

2.14 The present sanctioned strength of the CSSS grade wise is as under:

Table 2.6: Cadre Strength of CSSS

Service	Post	Scale of Pay (pre-revised)	No. of Posts	Total
Central Secretariat Stenographers' Service (CSSS)	Senior Principal Private Secretary	Rs.12000-16500/-	68	**6599**
	Principal Private Secretary	Rs.10000-15200/-	130	
	Private Secretary	Rs.6500-10500/-	1650	
	Stenographer Grade-'C'(PA)	Rs.6500-10500/-	2793	
	Stenographer Grade-'D'	Rs.5500-9000/-	1958	

2.15 **Stagnation in CSSS:** The Cadre review of the CSSS took place in the year 2005, and the Government decided to enhance the existing number of posts to the levels indicated in the table 2.6 above. As far as current stagnation in the Service is concerned, while the RRs prescribe an eligibility period of 8 years for promotion from PS to PPS Grade, presently it is taking almost 14 years for promotion to the PPS Grade. Similarly, in the Grades of Steno C, it is taking 8 years, over and above the eligibility period for promotion to the PS Grade, and 18 years, over and above the eligibility period for promotion from Stenographer Grade D to Grade C for promotion.

Chapter -3

Stagnation at various levels in the CSS

Stagnation in the CSS

3.0 The term stagnation, as defined by the Committee is the number of years for which the officers are continuing in the same grade even after completing the prescribed eligibility years of service in the grade, required for the next promotion. As the mandate of the Committee is to assess the magnitude of stagnation in various levels of the CSS a projection on stagnations in the CSS & CSCS has been made on the basis of likely retirements, likely normal vacancies and certain basic assumptions, based on past trends, relating to the average number of officers likely to qualify in the Departmental Examinations wherever prescribed under the existing Recruitment Rules.

3.1 The projections, under the 'Business As Usual' (BAU) scenario, were made for a period of 5 years from the year 2008 onwards. The detailed grade-wise projections of stagnation may be seen in the statements at **Annexure VI to Annexure XI.** These have been summarized in the table below.

Table 3.1: (Shows the summary of the stagnation under BAU over the years till 2012)

Projection of stagnation in various grades in next five years-Under BAU

Grade	Year	Select list 2008	Select list 2009	Select list 2010	Select list 2011	Select list 2012
Dy. Secy. to Director	Vacancies	36	26	27	28	35
	officers awaiting promotion	223	288	253	173	126
	Backlog (2-1)	220	262	226	145	91
	SL of the feeder grade	No vacancy available	1999 & 2000	2000 & 2001	2002 & 2003	2003 & 2004
	Stagnation (Years)	4	5	5	4	4
Under Secy to Dy. Secy.	Vacancies	24	93	149	90	75
	officers awaiting promotion	880	1094	1144	1152	1159
	Backlog (2-1)	856	1001	995	1062	1084
	SL of the feeder grade	2002	2003	2003	2003	2003
	Stagnation (Years)	1	1	2	3	4
Section offcr. To Under Secy.	Vacancies	183	234	226	271	220
	officers awaiting promotion	268	182	37	532	653
	Backlog (2-1)	85	-52	-189	261	433
	SL of the feeder grade	1999	2001	2002	2003	2003
	Stagnation (Years)	1	nil	nil	nil	1
Asstt. to Section Offcr.	Vacancies	182	227	220	228	190
	officers awaiting promotion	2276	1937	1617	2277	2137
	Backlog (2-1)	2094	1710	1397	2049	1947
	SL of the feeder grade	1992	1993	1993	1994	1994
	Stagnation (Years)	8	8	9	9	10
UDC to Assistant	Vacancies	270	355	381	396	301
	officers awaiting promotion	3488	3482	3518	3571	3620
	Backlog (2-1)	3218	3127	3137	3175	3319
	SL of the feeder grade	1992	1993	1994	1994	1995
	Stagnation (Years)	11	11	12	12	12
LDC to UDC	Vacancies	306	375	406	426	326
	officers awaiting promotion	2338	2067	1721	1369	999
	Backlog (2-1)	2032	1692	1315	943	673
	SL of the feeder grade	1993	1994	1995	1996	1997
	Stagnation (Years)	7	7	7	7	7

Source: CS Division, DOP&T

In a nutshell, the following table brings out the extent of stagnation over the next five Years in the CSS and CSCS, in case no changes are recommended (Business as Usual scenario).

Table 3.2 Stagnation in CSS & CSCS

From	To	Prescribed length in Years	Actual time taken at present (Years)	Likely Levels of Stagnation in 2012 (in Years)
LDC	UDC	8	About 15	**7**
UDC	Assistant	5	About 16	**12**
Assistant	Section Officer	5	About 13	**10**
Section Officer	Under Secretary	8	About 9	**1**
Under Secretary	Deputy Secretary	5	Over 6	**4**
Deputy Secretary	Director	5	Over 9	**4**
Director	Joint Secretary	3	Over 11	**8**

Source: CS Division, DOP&T

3.2 **Ad-hoc Changes in the eligibility criteria for CSS officers:** It has been pointed out that the eligibility criteria for appointment of CSS officers to various posts has been revised repeatedly, as indicated in the following table.

Table 3.3: Eligibility for promotion – prescribed length of service

Post	Upto 1984**	Upto 2007**	After 2007*
Director	16	18	18
Joint Secretary	19	21	26
Additional Secretary	22	28	33

* with additional stipulations of residual service of 3 years for JS and AS level.
** As stipulated in the Central Staffing Scheme for the relevant periods.

The increases in the eligibility for promotion to various levels have contributed to the stagnation at these levels in the CSS.

Stagnation at the higher levels: (Deputy Secretary & Director)

3.3 The stagnation in the CSS at higher levels (DS and above) needs to be seen with reference to the comparable sister services which operate at the same level, especially at the levels of Deputy Secretary and above.

3.4 The Committee was apprised that the additional posts have been created in AFHQCS, IFS 'B' and even in case of DANICS, & RBSS which are similarly placed services, as a result of which promotional prospects upto the level of NFSG (Director's Grade) are much better in these sister services than the CSS officers. The officers of the Railway Board Secretariat Service (RBSS) upto the 1996 Civil Service Examination have been given the option to join the Indian Railway Personnel Service (IRPS). The RBSS officers (Directly recruited through the Civil Service Examination) have reached the SAG level in 19-20 years; the 1982 and 1983 batch RBSS officers have become Jt. Secy/ Executive Directors (SAG) in the cadre. Similarly RBSS officers of the 1981 Civil Service Exam are being considered for HAG level posts. A comparative chart between CSS and other Group B sister services may be seen at **Annexure XII**, which was placed before the Committee. This may be noted as under:

(a) Currently, out of total 398 posts of DANICS 40 posts are at Directors (NFSG) level and this represents 10% total Group 'A' posts. Within STS and higher grades, the percentage of DANICS at NFSG level is around 30%. As compared with this, the percentage of NFSG (SSG) level officers of the CSS is only about 1.46%, (143 SSG level officers out of a total of 9744).

(b) Similarly, in the CSS the Director level posts forms only 5.7 % of the STS and above posts (110 out of 1913 STS and above posts),

(c) The 6th Pay Commission, infact, has also recommended in the case of another Central Secretariat Service, namely the Central Secretariat Stenographers Service (CSSS), that at least 15% of the STS level posts (i.e. PPS and above) should be upgraded to the level of Director (NFSG) to be designated as Principal Staff Officers.

3.5 In the above background and looking at the stagnation projected, there is a case for increasing the posts at the Director level.

Stagnation at the lower levels: (Under Secretary & below)

Under Secretary to Deputy Secretary

3.6 An analysis and projection of the stagnation at the level of promotion from US to DS level placed before the Committee, revealed that while the stagnation in 2008 was only 01 year, this stagnation would progressively rise to 4 years in the next 4 years, thereby pointing to a need to address this issue **(Annexure VI)**. This issue needs to be kept in mind specially as many of the Under Secretaries have reached thus far after putting in over 25 to 30 years of service, and many of them are close to retirement. As on date, there are 880 Under Secretaries awaiting promotion, after completion of the eligibility of 5 years or the next promotion. This situation has arisen due to the fact that the cadre strength of Under Secretaries in the CSS was enhanced in 2003 from 700 to 1400 primarily to address the large scale stagnation existing in the SO's Grade prior to 2003. It is this enhanced number of Under Secretaries who are ripe for promotion to the next grade of the Deputy Secretaries. As an advance measure to arrest stagnation in future and to correct the imbalance the Committee recommends that some posts of Under Secretaries would be needed to be upgraded to the level of Deputy Secretaries. If no posts are created at this level, the number of years for promotion, after completing the eligibility conditions for promotion to DS level would go up to four, by the year 2012, adding up to nine years of service in the grade of US.

Section Officer to Under Secretary

3.7 An analysis of the projections on levels of stagnation at the Under Secretary and Section Officers' level **(Annexure VI & VII)** revealed that the level of stagnation in both these grades is not substantial. At the stage of promotion from Section Officer to Under Secretary level there was only one year's stagnation in 2008 and for the next 3 years also, it would be 'nil'. In fact, the projection revealed that there would not be enough eligible Section officers available to fill up the vacancies arising in this grade for the years 2009 to 2011.

Even in the year 2012, Section officers would be promoted as Under Secretaries within one year of their completing the eligibility period of 5 years. As such there does not appear to be any stagnation at the SO level, during this period.

Assistant to Section Officer

3.8 At the level of promotions from Assistants to SO level, there is stagnation of 8 years over and above the eligibility period of 8 years. This stagnation is gradually projected to rise to over 10 years (i.e. total 18 years) in the year 2012 (Table 3.1). The number of officials of this category awaiting promotion as in 2008 is 2276. Hence the Committee felt that there is a need to address stagnation at this level.

UDC to Assistant

3.9 In the case of promotion from UDC to Assistant grade, there is stagnation of 11 to 12 years over the eligibility of 5 years for promotion from UDC to Assistants grade.**(Annexure IX)** The number of eligible officials awaiting promotion in 2008 is 3218. In case this is not addressed the stagnation is likely to rise to 12 years and number of officials awaiting promotion is projected to rise to 3319 in the next 5 years. The benefits of posts created (about 1400) in the last Cadre Restructuring in 2003 are yet to percolate to this level, due to various reasons, which have been indicated in Chapter 5.

LDC to UDC

3.10 The position in the next lower grade of promotions i.e. from LDC to UDC – **Annexure X** – reveals a stagnation of 7 years projected for the next 5 years upto 2012, and the officials awaiting promotion after completing the eligibility of 8 years (for promotion from LDC to UDC) would be as high as 2032. Thus, there is an urgent need to address stagnation at the lowest levels of CSS / CSCS i.e. at LDC, UDC and Assistant Grades.

Chapter – 4

Demands of Associations and their Analysis

4.0 Demands of the various Service Associations of CSS and CSSS

4.1 As per the terms of reference, the Committee has been asked to assess the magnitude of stagnation in various grades of CSS and while doing so, the viewpoints of the associations and other stakeholders were examined. Accordingly, the views/suggestions of the various Associations were sought.

4.2 The Committee invited the Service Association of CSS, CSCS and CSSS on 18.8.2008, 19.8.2008 and 21.8.2008 respectively for discussions/suggestions. The following Associations expressed their view points:-

(i) Central Secretariat Service Group 'A' Officers Association
(ii) Central Secretariat Service Forum
(iii) Central Secretariat Service (DR Gazetted) Association
(iv) Central Secretariat Clerical Service Association
(v) Central Secretariat Non-Gazetted Employees Union
(vi) Central Secretariat Non-Gazetted Employees Union
(vii) CSSS Gazetted Officers' Association
(viii) Central Secretariat Stenographers' Service Association

4.3 These Associations/Unions gave their presentations and also submitted their written representations. The Committee deliberated over the demands raised by these Associations. The relevant demands/suggestions of CSS and CSCS Associations are summarized in para A and that of CSSS Associations in para B:

A) **<u>for CSS/CSCS</u>**

(i) Encadrement of fixed number of posts at the level of AS and JS in the CSS.

(ii) Restoration of pre-2007 eligibility criteria for promotion to AS and JS level.

(iii) Enhancing the sanctioned strength of Director and DS grades of CSS.

(iv) Participation of CSS officers in the Central Staffing Scheme at par with other Group A services.

(v) Introduction of Direct Recruitment at JTS level / restoration of Direct Recruitment in SO grade through Civil Service Examination.

(vi) Bifurcation of CSS into CSS Group 'A' and CSS Group 'B' Services.

(vii) Application of norms of Group 'A' services to CSS from Under Secretary level onwards.

(viii) Redesignation of Section Officer as Assistant Secretary in the scale of Rs.8000-13500 (pre-revised).

(ix) Redesignation of Assistant as Executive Officer or Secretariat Officer or Processing Officer.

(x) Upgradation of pay scales of Section Officer and Assistant grade of CSS.

(xi) Limited Departmental Competitive Examination in SO Grade to be done away with.

(xii) Regularisation of all ad-hoc Section Officers, Assistants and UDCs as one time measure.

(xiii) No lateral entry of CSSS into CSS.

(xiv) Rejection of 6th CPC recommendation for merger of CSSS with CSS.

(xv) Increase in the sanctioned strength of Assistant grade from 4904 to 9000 with higher pay scale of Rs.7450-11500 (pre-revised).

(xvi) Rescinding the new ratio of recruitment in Assistant grade and stopping direct recruitment in Assistant grade till all eligible UDCs are promoted on regular basis.

(xvii) Recruitment of Assistants through UPSC.

(xviii) Equal pay for UDCs vis-à-vis Assistants w.e.f. 1986.

(xix) Restoration of recruitment in CSCS in appropriate scale of pay.

(xx) Providing definite and time-bound promotional avenues.

(xxi) Special qualifying examination for eligible LDCs in CSCS for promotion to Assistant grade.

(xxii) Preparation of all pending panels in different grades of CSS within one year.

(xxiii) Relaxation to direct recruit Section Officers while preparing Select List of Under Secretaries for the year 2003.

(xxiv) No outsourcing of any service in the Central Secretariat.

(xxv) Immediate notification of amendment to CSS Rules w.e.f. 3.10.2003 (after first cadre restructuring of CSS).

(xxvi) Impart basic level management training and refresher course on public policy and management to all dealing Assistants covering these subjects.

(xxvii) Compulsory cadre review of all Central Secretariat Services after every 3 years by stipulation in Recruitment Rules.

B) for CSSS

(i) Merger of CSSS with CSS, as recommended by the VI CPC and completion of formalities linked with such merger.

(ii) Removing stagnation in the PS grade by promotion, either in Grade-I of CSS or PPS in CSSS, upto 1996-97 Select Lists.

(iii) The restructuring and merger process should take place only after giving promotion to all Private Secretaries from 1990 (Select List year) upto the Select List year for which Section Officers have already been promoted.

(iv) Framing of RR for recruitment of Executive Assistants.

(v) The Private Secretaries of CSSS cadre should also be given training on the line of Section Officers of CSS

4.4 The Committee restricted itself to the examination of demands falling within its terms of reference. The others could be taken up separately with the DOP & T as these fall beyond the Committee's purview.

Chapter – 5

Findings of the Committee and its Recommendations

5.1 The Committee, in the background brought out in the preceding chapters, carried out a careful analysis of all relevant issues. There is stagnation in all grades of the CSS except SO to US and US to DS grades and on an average, the officers of the service in the grade of Deputy Secretary and Directors are required to put in around twice the prescribed number of years of service in the grade before they are promoted to the next grade. Similarly, the Assistants' grade and the feeder service also face similar stagnation.

5.2 The Committee considered different options to create / upgrade posts at these and higher levels with a view to address and mitigate the stagnation at various levels. The Committee felt that different options could be considered in such a manner that stagnation levels may be brought down from the current projected levels (as in Table 3.1 above) to acceptable levels of 2 to 3 years. Based on this premise, the CS Division prepared a series of options at each level and placed them before the Committee for each grade. Two broad areas were considered: either to keep the RRs in abeyance for a short span of time (to be done in consultation with UPSC), or to upgrade posts at certain levels or create some posts where needed. The Committee deliberated in depth on each option, and after weighing the pros and cons of each option, came to certain conclusions. The recommendations of the Committee are brought out in detail in the succeeding paragraphs.

SHORT TERM RECOMMENDATIONS:

Promotion from Director to SAG level

5.3 An analysis of the stagnation at the Director level shows that at present there are over 120 Directors of CSS, who are eligible for empanelment to the level of SAG[1]. These officers have completed between 5 – 10 years at the

[1] As per the Central Staffing Scheme, a CSS Director is eligible for promotion to SAG after completion of 3 years of residency in the Director's grade.

Director's level. However, several factors as discussed below are responsible for stagnation at this level:

(a) Lack of SAG level posts within the cadre, unlike other similarly placed sister services. (RBSS, AFHQ Civil Service, IFS (B) & DANICS etc)

(b) Many eligible CSS officers are unable to get an SAG level promotion due to the stringent selection criteria and the competing demands for SAG level posts at the Centre. The Committee was informed that CSS officers after putting in 18 years of Service as a Director, could not be empanelled as JS, or could they be promoted to the SAG level.

(c) The process of empanelment of CSS officers year-wise/ batch-wise is already in arrears by about 5 to 6 years, which is further adding to the stagnation at the Director level, and the Committee was apprised of this backlog of panels. During discussions with the EO & AS, DOPT, it was understood that ACC had given certain directions in the past that only one JS panel of CSS should be brought out every year, and secondly, no new panel should be brought out unless, officers from the earlier panels had all been placed. It is understood that currently, over 15 empanelled officers (some of them awaiting placement for the last 3 to 4 years) are yet to be placed. However, 10 of these officers have been promoted as 'in-situ' Joint Secretaries very recently (October 008). The delays in placements of earlier empanelled officers have also adversely affected the process of bringing out the next outstanding panels.

(d) In February 2007, it is understood that the ACC had also changed the criteria applicable for empanelment of CSS officers from 24 years of Service to 26 years, with a further clause of having a residual service of at least 3 years.

5.4 It is seen that in other services where the recruitment is through the Civil Services Examination at Group B level, and which are not the feeder services to any other service, the cadre includes a few posts of the level of SAG. In the

Central Government, the Armed Forces Hqrs Civil Service is an example of such a service. The CSS, in view of the fact that it is conventionally a participating service in the Central Staffing Scheme, does not have any encadred posts of either Joint Secretary or Additional Secretary equivalent in the cadre. Notwithstanding this, the officers of the service have in the past held the posts of Joint Secretary, Additional Secretary and even Secretary to the Government of India. The situation has however, deteriorated over a period of time as the pressure for higher level of posts in the Secretariat increased and the Government of India also imposed ban on creation of posts. All these factors have led to a stagnation of over 7 to 8 years in the CSS at the Director level. In the above background the Committee, after discussions with the Establishment Officer and AS, DoPT considered the following two options:

5.5 **Option–I**: Certain number of SAG level posts under the nomenclature of Principal Director or Senior Director could be set aside in large ministries, where the total number of Joint Secertary level posts is in excess of 5. CSS officers throughout their careers, develop core competencies in Secretariat functions such as establishment, administration, litigation, vigilance, coordination and parliamentary matters. The posts of Principal Directors/SAG level posts which handle the above matters, particularly in large Ministries could be given to CSS officers. This would also free the other Joint Secretaries handling these functions, to concentrate on policy formulation and implementation issues in each Ministry. Once such posts are identified, in each Ministry/ Department, the SAG level officers could report directly to Additional Secretary / Special Secretary level officers, so as to keep the line and command structure in place. Alternatively, in line with the ACC's recent directive (dated 09.07.2008), the DOPT has been asked to identify posts of Joint Secretary in Ministries/Departments, which are largely establishment related in nature and earmark these posts for the officers of the CSS. During discussions with the EO, DOPT, it was revealed that only a few Ministries/Departments had shown an inclination for such earmarking, while most of them were either not inclined or had not responded.

5.6 **Option –II** : The ACC vide its orders on 09.07.2008 had approved promotion of CSS officers who are already empanelled for Joint Secretary level posts at the centre, on in-situ basis, provided they have less than 1 year to superannuate. This decision was taken in the background that the empanelled CSS officers,

remain on the offer list for very long spells of time, without being placed. This has been also adversely affecting further placements of officers junior in the list of empanelled officers, and at the same time the non-placement was coming in the way of further empanelment of successive batches of CSS officers. The Committee felt that, in the wake of delayed empanelment and delayed placements in the CSS, perhaps one of the options to be considered for promotions to SAG levels could be granting of 'in-situ' Joint Secretary level to all empanelled CSS officers who have less than 2 years to superannuate. (The Committee was apprised that prior to 2003, the ACC had permitted such a move to ease the stagnation at the Directors' level in the CSS, which was akin to the current levels of stagnation, and placement of empanelled officers of CSS was taking a very long time.)

5.7 ***The Committee therefore recommends that in order to ease stagnation at the level of Director and also ensure placement of CSS officers as Joint Secretary promotions on 'in-situ' basis may be granted to those empanelled officers who have less than 2 years to superannuate, in case such empanelled CSS officers are not placed as Joint Secretary, in any Ministry / Department through the Central Staffing Scheme, before such 'in-situ' promotion. This will mean 'in-situ' promotion for several officers in the next 3 years.***

5.8 ***However the exercise of identification / earmarking of posts currently underway in the DOPT/EO's office may continue, so that posts identified through such an exercise could be made available to the CSS officers.***

5.9 ***The Committee recommends that to the extent possible, backlog panels of Joint Secretary of CSS under the Central Staffing Scheme, may be brought out in a time bound manner.***

Promotion from Deputy Secretary to Director Level

5.10 The level of stagnation from the DS to Director level is around 4 to 5 years at present (Table 3.1 refers). In order to address this stagnation, it was decided after the last cadre restructuring to operate about 169 posts at the Director level and 271 posts at the Deputy Secretary level, within the overall ceiling of 440 JAG

level posts of Director (110) and Deputy Secretary (330). At present, 223 officers at the level of Deputy Secretary are awaiting their promotion as Directors after having completed the requisite eligibility period **(Annexure –VI)**. The Committee considered two options for enhancing the number of Directors (viz: either by about 25 or about 50 posts). Keeping in view the stagnation levels projected upto 2012, the Committee decided upon the latter option **(Annexure VI)**

a). ***In order to address the stagnation, the Committee felt that in addition to the 110 approved posts, 3 encadred posts and 33 posts being operated on personal upgradation basis (i.e. 143 Directors), another 54 posts of Directors could be created for the CSS so as to bring the total number of Directors to 200.***

The Committee in view of the above recommends the following further measures:

b) The placement of officers to the Director level shall be made as per the Central Establishment Board (CEB) procedures currently being followed for preparation of the suitability lists of Directors, which have been drawn up upto the Suitability list of 2003 (i.e. the last cadre restructuring).

c) In view of the large number of officers (about 120) awaiting placement in the suitability list of Directors of CSS for the years 2004 onwards, the Committee recommends that the suitability lists of Directors for the years 2004, 2005 & 2006 may be drawn up at the earliest, in a time bound manner. At the time of the next cadre review, a view may be taken again about inter se distribution of posts between DS and Directors.

Promotion from Under Secretary to Deputy Secretary Level

5.11 There is presently no stagnation at the level of US. In case more posts of Deputy Secretary/Directors and SAG levels are made available to the CSS, the stagnation projected at this level in the next five years would further ease. However, there is one important fact which has been brought before the Committee which is the creation of about 700 posts in the last cadre restructuring in 2003 at the Under Secretary level. This had led to the strength of the CSS at

this level being raised to 1400. On an analysis of this fact, and the fact that these large numbers of 700 Under Secretaries have all at once completed the eligibility period of 5 years for the next promotion, in 2008, it would become necessary to provide some promotional avenues to the Under Secretaries, failing which stagnation is bound to happen. The Committee considered various options keeping in view the likely stagnation upto 2012. Taking into account all relevant considerations, ***the Committee recommends that 194 posts out of the existing posts of Under Secretary in the CSS may be operated at the level of Deputy Secretary, bringing the total number of posts of Deputy Secretary to 530 (336 + 194).***

5.12 Functional considerations also demand such an increase. Prior to 2003, there were 700 Under Secretaries in the CSS reporting to about 400 Deputy Secretary/Directors. i.e. a ratio of 1.75 or say 2 US to 1 DS/Director. With the increase in the number of US to 1400 after the cadre restructuring, the earlier norm has been disturbed to the detriment of functional efficiency, in as much as the ratio of US to DS/Director has gone up from 1.75 to almost 3.2 ie to say that as compared to a pre-2003 situation where one DS/Director had two Under Secretaries reporting to them, now (post 2003) it has increased to over 3 Under Secretaries reporting to a DS/Director, increasing the pressure at the DS/ Director level. With the suggested increase in the DS posts from 330 to 530, and concomitant decrease in the number of Under Secretaries to 1200, the ratio would stand corrected to about 1.64 (or say 2). This measure would enable the senior Under Secretaries to be also promoted without stagnation. Further, in many Ministries/ Departments, the work load relating to RTI Act and monitoring of implementation of provisions of the SC/ST Act etc, has increased substantially, leading to enhanced work load at the higher levels (DS and above) has increased. Monitoring of various Schemes (Plan Schemes) in many Ministries requires to be strengthened. Several new Commissions & Committees and National level Authorities have been set up in the last 5 years, where DS / Director level officers have been sought from DOP &T (CS Division) from time to time. The increase in the DS level posts in CSS would address the needs of several Ministries, which have been facing shortage of officers at the DS and Director levels in the Central Secretariat and in their attached offices

(Commissions, Authorities etc) The other consideration for such a recommendation is the fact that in the next 3 years, the analysis of data has shown that there would not be enough eligible Section Officers to be promoted as Under Secretaries, and this shortfall would be to the extent almost 241 posts in the years 2009 & 2010 ***(Annexure – VIII). The resultant numbers of 1200 Under Secretaries maybe maintained in the CSS till the next cadre review after 5 years.***

5.13 ***In addition to the above the Committee recommends that the DOP&T may be allowed flexibility in the operation of the posts at the JAG level i.e. Director & Deputy Secretary within the overall number of posts at the JAG level (200 + 530=730), with the stipulation that at no point of time the number of Directors shall exceed the number of Deputy Secretaries, or exceed the number of 200, whichever is least.*** The Deputy Secretary and Director level posts are operated in an interchangeable manner within the Central Secretariat, and are being operated as such at present also, with the approval of the competent authority.

Promotion from Section Officer to Under Secretary

5.14 The restructuring of the CSS in 2003 had to a very large extent addressed the stagnation then prevailing in the Section officer and Assistants grade of CSS. This was done by enhancing the number of Section officers to 3000 Section Officers. This has resulted in a situation wherein a large number of Section Officers were added to the cadre to ease stagnation without any correlation to the functional aspect of such a large number of SOs. As a result in many Ministries / Departments there are two or more Section Officers in many Sections. Secondly, an analysis (Table 3.1) of the existing profile of stagnation in the Section Officer grade shows that in the next four years, there is no stagnation at all. In fact on completion of the eligible years of service the SOs would be considered for promotion on-time as per the Recruitment Rules, without any delay.

Accordingly, the Committee recommends that status quo may be maintained in the number of posts in the Section Officer grade of CSS.

5.15 There are at present two scales of pay in the Section Officers grade vis: Rs.6500-10500/- (pre-revised) and a Non-Functional Scale (NFS) of Rs.8000 – 13500/- . The SOs after 4 years of regular service move into the NFS scale, subject to Vigilance clearance. There has been a demand that in order to distinguish between the Senior Section Officers and the junior Section Officers. Similar demands for redesignating the posts of Assistants have been raised. ***However, the Committee is of the view that these requests may be addressed by the DOP&T in view of the fact that any changes in designations in CSS would also have an impact on other sister Services which may raise similar demands.***

Promotion from Assistant to Section Officer

5.16 This is one of the grades where stagnation is at a very high level. The average stagnation range in the next five years would go up from existing levels of 8 years after the eligibility to 10 years by 2012, if some relief is not given at this stage. The number of officers awaiting promotion to the SO level would also go up from the current level of 3488 to over 3600 in 2012. The Committee analysed the situation in detail and considered various options. One of the reasons for the stagnation in promotion to SO grade is that a large proportion (i.e. 50%) of vacancies are meant for being filled up by the SO Grade Examination being conducted by the UPSC. Entry through this route of examination (by a Limited Departmental Examination) is open to both Assistants of the CSS as well as Stenographers of the CSSS. An analysis of the past trends has shown that almost 35% of the vacancies for the examination quota are filled up by officers of the CSSS. It is understood that this matter about participation of the CSSS in the CSS at SO's level was placed before the Cabinet, and it was decided to keep this recommendation in abeyance and that this matter is currently *sub-judice.*

5.17 One of the measures for alleviating stagnation at the level of SO, considered by the Committee was to examine the ratio of distribution of vacancies between the Seniority Quota and LDCE at this level. At present the ratio of SQ: LDCE is 50:50. The Committee looked at two options, one at 60:40 (SQ: LDCE) and the other at 75:25 (SQ: LDCE), and chose the latter option

(Annexure IX a), as this would be a better option to address the stagnation at this level, as a short term measure.

5.18 *After deliberations on the pros and cons of both the options,* ***the Committee is of the view that the specific provision in the RRs prescribing the ratio of entry (of 50:50 :: SQ:LDCE) into SO Grade of CSS, may be kept in abeyance for a limited period of 3 years (in consultation with (Estt Divn/UPSC). Instead, a ratio of 75:25 (SQ: LDCE) be operated for the Select List years 2008, 2009 and 2010 only, with the specific proviso that for the years 2011 onwards, the earlier ratio of 50:50 would apply.*** With these measures, more Seniority Quota officers who are stagnating at the Assistants level would get promoted, and at the same time, some LDCE candidates would also come in to sustain the quality of manpower of CSS at this level. This measure, without creating/ adding any posts at this level, would ensure that stagnation which is at present at a high level of 8 years, would gradually come down to 2 years by the year 2012. This measure would also have no financial impact.

5.19 **Promotion from UDC to Assistants' Grade**

For promotion as Assistants, against an eligibility of 5 years of service as UDC, UDCs with over 11 years (i.e. more than double) are stagnating. This situation has come about mainly on account of two factors. First, the trickle down effect of creation of about 700 posts at the Under Secretary level, and 1400 posts at the SO level, during the last restructuring (known as vacancies which arose due to restructuring) are yet to percolate to this level, as the RRs have not yet been amended. The Government had earlier decided to fill up all the restructured vacancies in Assistants' Grade of CSS as a onetime measure, by 50% though Seniority Quota (SQ), and 50% through the LDCE, meant for UDCs of CSCS, in the year 2003 and thereafter change the mode of recruitment to the Assistants' Grade of CSS to the revised ratio of 75% through Direct Recruitment, 15% through SQ and 10% through LDCE for UDCs of CSCS. However, this did not happen as the Recruitment Rules have not been amended. Therefore the resultant vacancies which accrued as a result of the earlier cadre restructuring of 2003 are yet to be filled up on a regular basis. Against this background when RRs are not yet amended, it would not be practicable to conduct the aforesaid

LDCE now for filling up 50% of the restructured vacancies with retrospective effect. In any case in the last Cadre restructuring of CSS in 2003, it had been decided that the LDC and UDC cadres would be gradually wasted away and were hence declared as dying cadres. ***Considering the stagnation in the UDC grade the Committee recommends that all the restructured vacancies of 2003 in the Assistants' grade of CSS (numbering about 1096) should be filled up through the Seniority Quota as a onetime measure, for the year 2003. In addition to the above the Committee was informed that there are about 905 vacancies which have arisen from natural wastages (i.e. superannuations, resignations, voluntary retirements etc) pertaining to the years 2004 to 2007 which remain to be filled up on a regular basis, pending a decision to fill up the vacancies of 2003. As such a total of about 2000 ad-hoc Assistants could be regularized against these vacancies. There would be no financial implication of the same as these UDCs are already working as Ad-hoc Assistants.***

5.20 Further, in order to address stagnation, the Committee considered several options for creating / upgrading different number of posts of UDC to Assistant's grade, so as to alleviate the stagnation. The option best found to be suitable was **(Annexure X a)** to upgrade 2200 posts of UDCs to Assistants Grade.

Therefore, Committee further recommends that as a onetime measure, another 2967 posts of UDCs may be upgraded to the Assistants level, so as to regularize all ad-hoc Assistants (3500) and enhance the strength of the Assistants' Grade forming the base of the CSS cadre pyramid to a level of about 6374 (4907 +1467).

The above is being recommended on account of several reasons, after considering various options to alleviate the stagnation vis:

a) Stagnation at the UDC level in the feeder cadre is significant.

b) There are about 3500 officials awaiting regular promotion even after completing more than 11 years of service over and above the prescribed eligibility.

c) This number is expected to go over 4600 in the next five years, and the stagnation is likely to get further aggravated from the existing levels.

d) No mechanism has yet been put in place to conduct the LDCE even after 5 years after the last cadre restructuring (2003), as the RRs are yet to be amended.

e) The above recommendation also does not have any financial implication as over 3500 UDC amongst the stagnating UDCs are already working presently as ad-hoc Assistants, who would only have to be made regular.

f) This would also help achieve the earlier objective of the Government to waste away both the UDC and LDC levels and limiting them to about 809 post in LDC Grade and 538 posts in the UDC Grade, which would be the normal feeder posts for persons being promoted under the 15% quota in the LDC grade to be filled up through promotions from Group D level in all Ministries / Departments.

5.21 Further, in case the stagnation still remains despite accepting the recommendations mentioned in the preceding paragraphs, ***the Committee also recommends that the provisions of the RRs prescribing an LDCE for the UDCs may be kept in abeyance for two years (i.e. Upto 2010) so that the Seniority Quota UDCs who are stagnating may be promoted, without any further stagnation***. After the year 2010, the RRs would become operational, irrespective of any delays in regular promotions.

Promotion from LDC to UDC Grade:

5.22 The stagnation at the level of LDC has also been high, because, none of the UDC in the above level of CSCS have been promoted. The number of officials stagnating at this level is also large and currently 2338 officials are awaiting promotion even after putting in 7 years of service after completing the eligibility of 8 years of service for promotion prescribed under the RRs. As compared to the earlier sanctioned strength of 5397 posts of LDCs in 2003, today there are only 2528 sanctioned posts of LDCs (i.e. 2869 posts of LDCs have been abolished in the last 5 years – financial implication of saving being at Rs.36 Crores at pre-revised scales of pay). Against the sanctioned posts of 2528, only 1938 are in position. This number is fast coming down due to ad-hoc promotions to UDC grade and also the trickledown effect of Ad-hoc promotions of UDCs to Assistants Grade. Secondly the rate of attrition in this Grade was very

high as the age profile of the LDCs is in the 20-25 years age, and in view of stagnation, many have moved out laterally to other services where promotions are quicker and there are no impediments to career progression. In view of the same ***the Committee recommends a status quo in the number of UDCs after deducting the number of posts of UDCs proposed to be upgraded to Assistant' Grade (i.e. 5250-1467=3783) as recommended in the preceding paragraph, so that the existing LDC grade gets promoted to the UDC Grade in the normal course.*** The trickledown effect of this one time upgradation of 1467 posts of UDC would be that 85% of these posts (i.e. 1247) would no longer be available for Direct recruitment in the LDC Grade (as per last Cadre Restructuring Committee's recommendations), and hence would be abolished, as and when they fall vacant. However, even after such abolition there would be 1281 LDC posts available (2528 – 1247 = 1281), for promotion from Group D levels (i.e. 15% for SQ) and their promotional avenues would continue to remain unaffected as before.

5.23 **Probation, Training, Leave & Deputation Reserves** :The CSS at present has no reserves in the categories of ; a) Probationers' Reserve, b) Training Reserve, c) Deputation Reserve and d) Leave reserve.

5.24 During the last cadre restructuring exercise, the concept of reserves was not built into the cadre structure of CSS, and numbers of posts at each level were fixed without any reference or scope for Cadre Reserve. The Committee felt that there is a need to in build the Cadre Reserves within the cadre for Probationers Reserve and Leave, Deputation or Training reserves in CSS. As per the norms generally being followed in most of the Services in Central Government, while the Probationers' Reserve is generally equivalent in number to the batch size on a long duration Probation (i.e Assistants Grade = batch size of 200, at present), in the case of all other three reserves put together, the total percentage on training, leave and deputation should not exceed 10% of the cadre strength in a grade. This is generally so as to ensure that any given point of time, a large number of officers are not away from the cadre to perform the duties and responsibilities entrusted to the Cadre/Service by the Government, and to also ensure a better cadre management. In the CSS, it was reported that the number of officers away

on Deputation from the Cadre was generally to the extent of 5% in all grades (Director, DS & SO/Assistant), except the Under Secretary grade where the percentage of officers on deputation was about 10%.

5.25 ***The Committee recommends the following percentages of "Reserves" in the CSS:***

(a) Probationers Reserve: Number of Assistants in each batch directly recruited Grade (subject to a maximum of 200 posts)

(b) Training Reserve: 2% of posts in SO Grade i.e. = 60 posts

(c) Leave & Deputation Reserve = DS/Director = 5% of 730= 37 posts

Under Secretary =10% of 1200 = 120 posts

S.O & Assistant = 5% of 9374 = 469 posts

TOTAL = 886 posts

However the total percentage of all reserves put together, should not exceed 10% of the total revised cadre strength (11304) of all grades (Assistants and above) considered together (i.e. 1130).

As a result of the above recommended short term measures by the Committee likely impact on stagnation at every grade would be as indicated in the table below:

TABLE III

From	To	Prescribed length of service (eligibility) in Years for next promotion as per RRs	Actual time taken (Years) before cadre review	Likely time to be taken for next promotion after cadre review (2008)	Projected Levels of Stagnation in 2012 (in Years) after cadre review
Director	Joint Secretary	3	Over 11	6	-@

Deputy Secretary	Director	5	**Over 9**	**4**	**0**
Under Secretary	Deputy Secretary	5	**Over 6**	**1**	**4**
Section Officer	Under Secretary	8	**About 9**	**1**	**1**
Assistant	Section Officer	5	**About 13**	**8**	**2**
UDC	Assistant	5	**About 16**	**2**	**1**
LDC	UDC	8	**About 15**	**1**	**0**

@ in-situ promotions of empanelled officers would reduce the stagnation; however, it is difficult to project likely number of officers who may get empanelled and their consequent in-situ promotion or regular placement.

LONG TERM RECOMMENDATIONS:

5.26 **Induction through Civil Services Examination**: Various Associations during their presentations before the Committee urged for reconsideration of introduction of direct recruitment at the JTS level through the CSE. The Committee considered the data presented before it and the views expressed by the Associations. **The Committee recommends that the issue of re-opening the direct recruitment to the CSS at the officer level may be examined by the DOPT.**

5.27 **Adhoc vs. regular promotion in CSS:** While it should be the endeavor of every cadre controlling authority to bring out the panels in every grade on an yearly basis, and make the same up-to-date due to regular panels of different grades in the CSS (starting from Assistants grade to the Director Grade) having fallen into arrears for a variety of reasons. Though a massive exercise to update the panels in every grade had been undertaken by the CS Division in the last two years, the success has only been moderate in clearing the backlog of panels in each grade. The table below indicates the panels issued in the recent past and the backlog:-

Table 5.1 (Backlog Panels in CSS)

From	To	No. of Select Lists / Panels issued in last 2 years (2006 & 2007)	No. of Select List/ Panels remaining to be issued (Backlog)
LDC	UDC	3 (till 2005)	3- (2006 to 2008)
UDC	Assistant	3 (till 2003)@	5 - (2004 to 2008)
Assistant	SO	2 (till 2005)	3 – (2006 to 2008)
SO	US	6 (till 2002)	6 – (2003 to 2008)
US	DS	8 (till 2002)	6 – (2003 to 2008)
DS	Director	5 (till 2003)	5 – (2004 to 2008)

@ - Pending due to litigation

Source: CS Division, DOP&T

5.28 From the above table, it may be seen that while several panels have been issued in each grade in the last two years, yet there is a backlog of almost 5-6 years in several grades due to historical reasons. Even though massive efforts have been put in by the CS Division of DOPT, over the last 2 years, panels are yet to be brought up-to- date. The panel preparation exercise itself takes a minimum of 6 to 8 months as it involves the following steps;

- Collection of vacancies from all Ministries for a given select List year
- Issue of zone for promotion
- fixing the size of the panel
- Preparation of eligibility list
- obtaining up-to-date ACRs of the eligible officers being considered for inclusion
- Obtaining Vigilance Clearance
- Assessment by the DPC/ CEB/UPSC
- Issue of Final Select List;

The extent of backlog yet to be cleared may be seen in the last column of Table 5.1 above.

5.29 In view of the above situation, it has become necessary to resort to Ad-hoc promotions in the CSS, for a long time. This has infact become a compulsion, as vacancies keep arising in every grade due to normal wastages through superannuation, voluntary retirements, promotions, deputations, and resignations each year, in every Ministry / Department. It is imperative on the cadre controlling authority to meet this pressing demand for personnel of the CSS to be placed after promotion against these vacancies. It is in this context, that the CS Division has been making ad-hoc promotions, as clearing the backlog of panels would take at least another 2 to 3 years even with the best efforts of the CS Division and all Ministries/ Departments. However, the Committee was apprised that even for the Ad-hoc promotions, a Screening Committee had been put in place by the CS Division of DOPT in 2006, to ensure that no officer of CSS can be promoted without proper scrutiny of the ACRs, and Vigilance Clearance. Infact the Committee was informed that the same benchmark/criteria and the same methodology for screening was followed by the Internal Screening Committees, as was being followed by the UPSC.

5.30 Keeping in view the backlog, and given the need to make the ad-hoc promotions as an exception rather than the norm, ***the Committee after deliberations felt that ad-hoc promotions should be discouraged in the CSS.*** The DOPT/CS Division may ensure that the entire backlog of panels is wiped out, by taking up a special drive in every grade.

5.31 **Finalisation of Recruitment Rules:** For giving effect to any decisions taken by the Government, any executive instructions issued from time to time, must also culminate in the amendments to the Recruitment Rules of a Service. In the case of CSS, the Committee was informed that the executive instructions issued by Government in January 2005, are yet to result in finalisation and notification of the amended Recruitment Rules. Such a long gestation in bringing out the RRs has defeated the very purpose of changes as decided upon by the Government (in October 2003), as Executive orders do not stand the scrutiny of law. ***The Committee therefore recommends that once proposals / recommendations made by this Committee are accepted / approved by the Government, an all out effort should be made in DOPT, in consultation with all concerned to notify the amended Recruitment Rules in a time bound***

manner, in no case later than 01 year of such decisions being taken by the Government.

5.32 **Capacity Building of CSS officers & career progression**: The Committee was apprised of the already existing measures being implemented for the capacity building of CSS officers. In this context, ***the Committee recommends that all the mandatory training programmes for CSS officers currently being undertaken by the ISTM, should be reviewed, in terms of duration and course content***, so that these programmes are dovetailed to suit the user Ministries and at the same time result in proper career enrichment of the CSS officers. The Committee also felt that no request for exemption from training should be entertained by the training institute/ CS Division. In addition to the mandatory training at the time of entry into a grade, CSS officers should also be given a mid-career training along the lines being given in other services, so that officers are kept abreast of latest trends and practices both nationally and internationally. The Committee also recommends that seminars and interactions on topical subjects could also be held either by the CS Division or the ISTM, to keep the officers upto date on current trends and best practices in specific and indentified areas relevant to good governance. ***The Committee also strongly felt the need for sectoral training being imparted to CSS officers, who are posted from one sector to another on rotational transfer, so that officers are enabled to settle in quickly and contribute effectively to the tasks / jobs assigned to them.*** Specialised training for CSS officers in areas of chosen interest could be encouraged, so that CSS officers could build their expertise in these areas based on aptitude and interests.

5.33 **Next Cadre review after 5 years**: The Committee noted that even though five years had elapsed after the first cadre restructuring of the CSS, there are still complexities involved at each grade. Going by the past experience in amendment to the Recruitment Rules, and the vast data that are required to be collected in respect of CSS officers (particularly in the decentralized grades of Section Officer and below), the next cadre review must take place only after a comprehensive amendments to the RRs of the CSS are in place and operational for a minimum period of 3 years. If the newly amended RRs are not put into practice, and several select lists brought out in each grade as per the revised

RRs, no useful purpose can be served by undertaking another cadre review, even before the measures suggested in the previous cadre review are tried and tested. This only leads to litigation, complication and further delays in following the Government's decisions. With this in view ***the Committee recommends that the next cadre review of CSS should not be held before 2013, with the specific stipulation that the revised/ amended RRs as decided upon by Government are allowed to be in operation for a minimum period of 3 years after their notification.***

5.34 **Data inventory of CSS officials:** During the course of its deliberations, it was brought out that the CS Division does not have the latest data / inventory of all the officers in the Service. The gaps in the data are particularly more in the case of decentralized cadres of Section Officer and below. While some basic data are available in the form of the CSS Civil List (2008), which was brought recently by the CS Division, the Committee recommends that on the pattern of the Executive Record (ER) sheet available in respect of IAS officers, comprehensive data relating to all CSS officers should be available with the CS Division. ***The Committee recommends that ER Sheet data base of all CSS officers be drawn up within a period of 6 months, by way of a special drive,*** so that the cadre controlling authority has the up-to-date and comprehensive data about the officers in the service. This data once created could go a long way in better cadre management of the Central Secretariat Service in the years to come.

5.35 **Cadre Review of CSSS** : During the course of the Committee's interaction with the stakeholders in CSS, the Associations representing the Central Secretariat Stenographer's Service (CSSS) had brought to the attention of the Committee the stagnation prevailing in that service which is tabulated below.

Table 5.2 – Stagnation in CSSS

Grade of CSSS	Next higher Grade	Eligibility for next promotion as per RRs (Years)	Time actually being taken at present (Years)
Private Secretary (Steno Grade A & B merged)	**Principal Private Secretary**	8 Years	14 years

Personal Assistant (Steno Grade C)	**Private Secretary**	8 years	16 years
Steno Grade D	**Personal Assistant**	5 years	23 years

The Committee after deliberation, recommends that keeping in view the stagnation in the CSSS, the DOPT may consider an early Cadre Review of the CSSS, so that the issues related to career progression in this constituent of the Central Secretariat are also taken care of in a timely manner.

5.36 **Implementation of the recommendations:** Since most of the measures recommended by the Committee in the foregoing paragraphs are inter-related, ***the Committee would recommend that all the measures suggested be considered for implementation as a package.***

Chapter 6

Financial Implications

6.0 The Committee while considering the various recommendations also took a close look at the likely financial implications of each proposal, which are as under:

6.1 **SAG level**: There is no proposal to either create or upgrade any posts at this level – hence financial implication is "NIL". However, there would be some implication while granting in-situ promotions to SAG, for empanelled CSS officers, who have less than 2 years to superannuate. However, the same cannot be quantified at this stage.

6.2 **Director level**: It is proposed to create 54 new posts of Directors. The financial implication of creation of 1 post of Director is Rs.59, 844/- in the revised scale of Pay in PB-4. As such the annual impact of Creating 54 posts is about **Rs.3.87 Crores**.

6.3 **Deputy Secretary level**: It is proposed to upgrade 194 posts of Under Secretary to the level of Deputy Secretary. Each upgradation of the post of US to DS is around Rs.4722/- . The annual financial impact of the same is about **Rs.1.09 Crores**.

6.4 **Under Secretary Level**: It is proposed to reduce the number of Under Secretaries in the CSS by 244. The annual Financial impact of reduction of one post of Under Secretary is Rs.462696/-. The Annual financial impact of reducing 244 posts of Under Secretaries of CSS would work out to a **net saving of Rs.11.28 Crores.**

6.5 **Section Officer Level**: There is no change in the number of Section Officers of CSS from the posts approved by the Cabinet in 2003. As such the financial implication is "Nil". However there would be a reduction of 12 posts of

SO, to adjust the number of posts encadred since 2003, which has a financial impact of net **saving Rs. 0.44 Crores annually.**

6.6 **Assistant level:** It is proposed to upgrade 1467 posts of UDCs to Assistants Grade. The financial impact of upgrading one post of UDC to Assistant is Rs.2506/-. For 1467 posts, the annual financial impact is about **Rs.4.41 Crores.**

6.7 **UDC Level**: After upgradation of about 1467 posts of UDC to Assistants grade, the net reduction in UDC posts would be 1467, as such the financial impact of the reduction of 1467 UDC posts per anum would be a **net saving of Rs. 27.16 crores.**

6.8 **LDC Level**: The 2200 posts of UDCs upgraded as Assistants would ultimately percolate down to LDC level. Of these 85% meant for Direct Recruitment, would be abolished, i.e. 1247 posts of LDC would be abolished, the financial impact of which would be a **net saving of about Rs. 16.85 Crores.**

6.9 Over all Financial Impact of the proposals from paragraphs 6.1 to 6.8 above would be a saving of about Rs.46.36 Crores (Rs.55.73 Crores – Rs.9.37 Crores = Rs.46.36 Crores) annually to the exchequer. The detailed worksheets are at **Annexure XIII. (A & B)**

Annexure - I

GIST OF DECISIONS TAKEN BY THE CABINET ON 3.10.2003 ON CADRE RESTRUCTURING OF CSS

1. Creation of a new Senior Selection Grade (Rs. 14300-18300) to be designated as Director, and fixing the cadre strength of Directors in the CSS at 110 (involving creation of 10 additional posts of Director);

2. Fixing the cadre strength of Deputy Secretaries and Under Secretaries in the CSS at 330 and 1400 respectively; (involving creation of no additional posts of Deputy Secretary and 54 posts of Under Secretary);

3. Consequent amendment of the Central Staffing Scheme Rules such that posts of Director, Deputy Secretary and Under Secretary are no longer available to the CSS officers under the Central staffing Scheme;

4. Modification of the Central Staffing Scheme to change the eligibility criteria for the CSS officers for the posts of Joint Secretary and Additional Secretary, to bring these in line with the eligibility conditions for other services;

5. Fixing the Cadre strength of Section Officers in the CSS at 3000 (involving creation of additional 1405 posts of Section Officer);

6. To provide non-functional scale of Rs.8000-13500/- to the Section officers, prospectively;

7. To discontinue the Direct recruitment to the post of Section Officer;

8. To change the mode of recruitment for the post of Section officer by way of 50% through LDCE and 50% by seniority;

9. To discontinue the Scheme of in situ upgradation of posts in the CSS;

10. To change the mode of recruitment for the post of Assistant by way of 75% through direct recruitment of graduates possessing Computer proficiency, 15% by promotion of UDCs and 10% through LDCE for UDCs. As a one time exception, resultant vacancies of Assistants arising from the cadre restructuring of CSS will be filled up from UDCs by way of 50% through LDCE and 50% by seniority;

11. To provide inter cadre transferability at the level of SO and Assistant;

12. To centralize the cadre management, including postings of the CSS personnel in the CS Division of DOPT;

13. To discontinue direct recruitment to the post of LDC;

14. To abolish vacant posts of LDC which are filled up through direct recruitment;

15. To change mode of recruitment for the post of LDC by way of 70% by promotion of Group 'D' staff and 30% through LDCE;

16. To defer, for the present, a decision regarding the lateral entry of CSSS officers;

17. To undertake the cadre review of CSS after three years to remove distortions, if any, due to downsizing of the Government.;

Annexure - II

No.19/1/2008-CS.I(P)
Government of India
Department of Personnel & Training
CS.I Division
****

2nd Floor, Loknayak Bhawan,
Khan Market, New Delhi-110003
Dated the 16th June, 2008.

ORDER

Subject: **Constitution of a Committee for cadre restructuring of the Central Secretariat Service (CSS).**

A Committee for cadre restructuring of the Central Secretariat Service (CSS) with the following composition and terms of reference has been constituted:-

Composition:-

(i)	Special Secretary, DoP&T	-	Chairman
(ii)	Joint Secretary(CS), DoP&T	-	Member
(iii)	Joint Secretary(Pers), D/o Expenditure	-	Member
(iv)	Deputy Secretary(CS.I), DoP&T	-	Member-Secretary

Terms of reference:-

a) To assess the magnitude of stagnation in various grades of CSS. While doing so, the viewpoints of the associations and other stakeholders may be examined.
b) To review the structure of the CSS, along with the feeder cadre, keeping in view the findings of (a) above.
c) To suggest remedial measures-both short-term and long-term for career progression of CSS officers, at various levels

2. The secretarial services would be provided by the CS Division of the DoP&T.

3. The Committee may deliberate and go into the above terms of reference and submit its report within a period of three months.

4. This has the approval of the Hon'ble Prime Minister.

Sd/-
(M.C.Luther)
Deputy Secretary to the Govt. of India
Tel: 24622365

To

1. Special Secretary, DoP&T, North Block, New Delhi.
2. Joint Secretary(CS), DoP&T, North Block, New Delhi.
3. Joint Secretary(Pers), D/o Expenditure, North Block, New Delhi.
4. Deputy Secretary(CS.I), DoP&T, Loknayak Bhawan, New Delhi.

Annexure - III

MOST IMMEDIATE

No.19/1/2008-CS.I(P)
Government of India
Department of Personnel & Training
CS.I Division
****

2nd Floor, Loknayak Bhawan,
Khan Market, New Delhi-110003
Dated the 31st July, 2008.

ORDER

Subject: **Constitution of a Committee for cadre restructuring of the Central Secretariat Service (CSS).**

In partial modification of earlier order of even number dated 16.6.2008, the Committee for cadre restructuring of the Central Secretariat Services (CSS) will be headed by the Additional Secretary (S&V) of the Department.

2. However, all other provisions of the said order viz. composition of the Committee, its terms of reference etc. remain unchanged.

3. This issues with the approval of Prime Minister's Office.

Sd/-
(R.K.Ojha)
Deputy Secretary to the Govt. of India
Tel: 24629411

To

1. Additional Secretary (S&V), DoP&T, North Block, New Delhi.
2. Joint Secretary(CS), DoP&T, North Block, New Delhi.
3. Joint Secretary(Pers), D/o Expenditure, North Block, New Delhi.

Copy to:

1. Director, PMO w.r.t. their communication No. 600/68/C/7/2007-ES.II dated 16/7/2008.
2. APS to Hon'ble MOS(PP).
3. PPS to Secretary(Personnel).
4. PS to Establishment Officer, DOPT.
5. File No. 10/6/2007-CS.I(D).

Annexure-IV

Associations / Unions of the CSS/CSCS/CSSS which met the Cadre Restructuring Committee

S.No.	Name of the Association(s)	Date of presentation before the Committee
1	Central Secretariat Service Group 'A' Officers Association	18.8.2008
2	Central Secretariat Service Forum	18.8.2008
3	Central Secretariat Service (DR Gazetted) Association	18.8.2008
4	Central Secretariat Clerical Service Association	19.8.2008
5	Central Secretariat Non-Gazetted Employees Union	19.8.2008
6	Central Secretariat Non-Gazetted Employees Union	19.8.2008
7	CSSS Gazetted Officers' Association	21.8.2008
8	Central Secretariat Stenographers' Service Association	21.8.2008

Annexure - V

LIST OF POSTS ENCADRED INTO THE CSS AFTER 2003

Post: Director

S.No.	Name of the Ministry/Department	Details of post(s) added	Created/Encadred	No. of post(s)	Order No.	Dated
1	DOP&T	Chief Welfare Officer	encadred	1	21/13/2004-CS.I	22.02.2008
2	DOP&T	Director(Pay)	encadred	1		
3	DONER	Director	encadred	1	21/13/2004-CS.I	02.05.2008
			Total	**3**		

Post: Deputy Secretary

S.No.	Name of the Ministry/Department	Details of post(s) added	Created/Encadred	No. of post(s)	Order No.	Dated
1	Panchayati Raj	Dy. Secretary	encadred	2	21/13/2004-CS.I	03.03.2006
2	Health & FW	Director (National Aids Control Organisation)	encadred	1	21/13/2004-CS.I	02.02.2008
3	DOP&T	OSD (RTI)	encadred	1	24/7/2007-CS.I(Desk	25.04.2008
4	Animal Husbandry, Dairying and Fisheries	Dy. General Manager(Admn.), DMS	encadred	1	24/7/2007-CS.I(Desk	16.06.2008
5	Minority Affairs	Jt. Director	encadred	1	21/7/2007-CS.I(Desk	12.09.2008
6	Health & FW (PGIMER, RML Hospital)	Registrar	encadred	1	Approval of MOS(PP) obtained. Orders yet to be issued.	
		Controller of Exams.	encadred	1	Approval of MOS(PP) obtained. Orders yet to be issued.	
			Total	**8**		

Annexure -V

Post: Under Secretary

S.No.	Name of the Ministry/Department	Details of post(s) added	Created/ Encadred	No. of post(s)	Order No.	Dated
1	Panchayati Raj	Under Secretary	created	1	21/44/2004-CS.I	02.08.2005
2	DOP&T (CIC)	Under Secretary	created	1	21/44/2004-CS.I	14.12.2005
3	DOP&T	Under Secretary	encadred	2	21/44/2004-CS.I	30.08.2006
4	DOP&T	Under Secretary	encadred	1	21/44/2004-CS.I	13.04.2007
5	Overseas India Affairs	Under Secretary	created	3	21/44/2004-CS.I	18.05.2005
6	Health & FW	Under Secretary	encadred	1	21/44/2004-CS.I	05.01.2007
		DD(Admn.) RML Hospital	encadred	1	5/10/2007-CS.I(Desk)	04.07.2008
		DD(Admn.) Safdarjung Hospital	encadred	1	5/10/2007-CS.I(Desk)	04.07.2008
		DD(Admn.) LHMC&H	encadred	1	5/10/2007-CS.I(Desk)	04.07.2008
7	Science & Technology	Under Secretary	encadred	1	24/1/2007-CS.I(Desk)	28.09.2007
8	AR&PG	Dy. Director	encadred	2	24/1/2007-(CS.I(Desk)	28.09.2007
9	Health & FW	Sr. AO, PGIMER, RML Hospital	encadred	1	21/7/2007 CS-I (Desk)	02.11.2007
		Admn Officer, Central Board of Film Certification, Mumbai	encadred	1	21/7/2007 CS-I (Desk)	28.11.2008
		Deputy Director (Admn.)	encadred	2	21/7/2007 CS-I (Desk)	28.11.2008
		Deputy Director (Plan)	encadred	1	21/7/2007 CS-I (Desk)	28.11.2008
10	DOP&T	Senior Research Officer	encadred	2	21/7/2007-CS.I (Desk)	28.04.2008
11	Animal Husbandry, Dairying and Fisheries.	Personnel Officer (DMS)	encadred	1	21/7/2007 CS-I (Desk)	16.06.2008
12	Eco. Affairs (13th Finance Comm.)	Deputy Director	encadred	1	21/7/2007 CS-I (Desk)	19.06.2008
13	Home Affairs (National Disaster Management Authority)	Asstt Advisor	encadred	6	21/7/2007 CS-I (Desk)	20.08.2008
		Under Secretary	encadred	2	21/7/2007 CS-I (Desk)	20.08.2008
		Asstt FA	encadred	1	21/7/2007 CS-I (Desk)	20.08.2008
14	Staff Selection Commission	Dy. Directors (All Regional Offices)	encadred	9	21/7/2007 CS-I (Desk)	15.09.2008
15	Health & FW (PGIMER, RML Hospital)	Dy. Registrar	encadred	1	Approval of MOS(PP) obtained. Orders yet to be issued.	
		Dy. Controller of Exams.	encadred	1	Approval of MOS(PP) obtained. Orders yet to be issued.	
			Total	**44**		

Annexure -V

Post: Section Officer

S.No.	Name of the Ministry/Department	Details of post(s) added	Created/ Encadred	No. of post(s)	Order No.	Dated
1	DOP&T	Assistant Director	encadred	4	24/1/2007-CS.I(Desk	28.09.2007
2	DOP&T	Research Officer	encadred	4	24/1/2007-CS.I(Desk	19.10.2007
3	DOP&T	Research Officer	encadred	1	21/1/2007-CS.I(Desk	25.04.2008
4	Information & Broadcasting	Section Officer	encadred	2	21/1/2007-CS.I(Desk	25.04.2008
5	Consumer Affairs	Section Officer	encadred	1	21/1/2007-CS.I(Desk	04.09.2008
			Total	**12**		

Post: Assistant

S.No.	Name of the Ministry/Department	Details of post(s) added	Created/ Encadred	No. of post(s)	Order No.	Dated
1	Expenditure	Assistant	created	1	21/63/2004-CS.I	13.11.2006
2	Science & Technology(National Spatial Data Infrastructure)	Assistant	encadred	2	24/1/2007-CS.I(Desk	28.09.2007
			Total	**3**		

Annexure - VI

Stagnation levels from Deputy Secretary to Director

Strength as on 31.10.2008 113

S.No.	Year	Select list 2008 (1.7.2008-30.6.2009)	Select list 2009 (1.7.2009-30.6.2010)	Select list 2010 (1.7.2010-30.6.2011)	Select list 2011 (1.7.2011-30.6.2012)	Select list 2012 (1.7.2012-30.6.2013)
1(a)	Vacancies likely to occur on account of retirement	21	11	12	13	20
1(b)	Vacancies likely to occur on account of promotion	15	15	15	15	15
1	**TOTAL (1a+1b)**	**36**	**26**	**27**	**28**	**35**
2(a)	No. of Officers awaiting promotion (backlog at the beginning of the year)	124	174	191	137	87
2(b)	No. of fresh Officers eligible for promotion during the Select list Year	105	114	62	36	39
2	**TOTAL (2a+2b)**	**229**	**288**	**253**	**173**	**126**
3	**Balance (2-1)**	**220**	**262**	**226**	**145**	**91**
4	**No. of retirees out of (3)**	46	71	89	58	45
5	No. of officers who could not be accomodated (3-4)	174	191	137	87	46
6	**Select list year of the feeder grade expected to be covered**	**No vacancy available as 143 Directors in position (as on 1.7.2008) against 113**	**1999 & 2000**	**2000 & 2001**	**2002 & 2003**	**2003 & 2004**
7	**Stagnation (Years)**	**4**	**5**	**5**	**4**	**4**

ANNEXURE-VIa.

Deputy Secretary to Director Grade

SL YEAR	2008	2009	2010	2011	2012
Officers awaiting promotion	124	127	144	90	40
Fresh Officials becoming eligible minus retirements	59	58	4	4	17
Total	183	185	148	94	57
Vacancies	@86	41	58	54	56
Balance	127	144	90	40	1
SL year covered in feeder grade	2001	2002	2003	2004	2006
Stagnation	2	2	2	1	0

Note 1: @ - 30 Vacancies will be used for adjusting 30 Directors over the sanctioned strength of 113 as on date. (i.e.143)

Note 2:If 50 additional posts are operated at Director level

Annexure - VII

Stagnation levels from Under Secretary to Deputy Secretary

Strength as on 31.10.2008 336

S.No.	Year	Select list 2008 (1.7.2008-30.6.2009)	Select list 2009 (1.7.2009-30.6.2010)	Select list 2010 (1.7.2010-30.6.2011)	Select list 2011 (1.7.2011-30.6.2012)	Select list 2012 (1.7.2012-30.6.2013)
1(a)	Vacancies likely to occur on account of retirement	24	58	104	40	28
1(b)	Vacancies likely to occur on account of promotion	0	35	45	50	47
1	**TOTAL (1a+1b)**	**24**	**93**	**149**	**90**	**75**
2(a)	No. of Officers awaiting promotion (backlog at the beginning of the year)	89	804	901	884	924
2(b)	No. of fresh Officers eligible for promotion during the Select list Year	791	290	243	268	235
2	**TOTAL (2a+2b)**	**880**	**1094**	**1144**	**1152**	**1159**
3	**Balance (2-1)**	**856**	**1001**	**995**	**1062**	**1084**
4	**No. of retirees out of (3)**	52	60	118	120	95
5	No. of officers who could not be accomodated (3-4)	804	941	877	942	989
6	**Select list year of the feeder grade expected to be covered**	**2002**	**2003**	**2003**	**2003**	**2003**
7	**Stagnation (Years)**	**1**	**1**	**2**	**3**	**4**

US to DS level stagnation –

SL YEAR	2008	2009	2010	2011	2012
Officers awaiting promotion	89	496	625	625	677
Fresh Officials becoming eligible minus retirements	742	251	189	210	140
Total	831	747	814	835	817
Vacancies	335	122	189	158	136
Balance	496	625	625	677	776
SL year covered in feeder grade	2002	2003	2003	2003	2003
Stagnation	1	1	2	3	4

Note 1; While actual vacancies in 2008 is only 135, it is projected to create / upgrade 200 US level posts at DS level so as to accommodate the 1993 Select list of US whose size would be about 900 USs.

Annexure - VIII

Stagnation levels from Section Officer to Under Secretary **Strength as on 31.10.2008** **1444**

S.No.	Year	Select list 2008 (1.7.2008-30.6.2009)	Select list 2009 (1.7.2009-30.6.2010)	Select list 2010 (1.7.2010-30.6.2011)	Select list 2011 (1.7.2011-30.6.2012)	Select list 2012 (1.7.2012-30.6.2013)
1(a)	Vacancies likely to occur on account of retirement	78	81	135	133	109
1(b)	Vacancies likely to occur on account of promotion	105	153	91	138	111
1	**TOTAL (1a+1b)**	**183**	**234**	**226**	**271**	**220**
2(a)	No. of Officers awaiting promotion (backlog at the beginning of the year)	223	85	-52	-189	261
2(b)	No. of fresh Officers eligible for promotion during the Select list Year	45	97	89	721	392
2	**TOTAL (2a+2b)**	**268**	**182**	**37**	**532**	**653**
3	**Balance (2-1)**	**86**	**-52**	**-189**	**261**	**433**
4	**No. of retirees out of (3)**	1	13	3	5	6
5	No. of officers who could not be accomodated (3-4)	85	-65	-192	256	427
6	**Select list year of the feeder grade expected to be covered**	**1999**	**2001**	**2002**	**2003**	**2003**
7	**Stagnation (Years)**	**1**	**nil**	**nil**	**nil**	**1**

Annexure - IX

Stagnation levels from Assistant to Section Officer

Strength as on 31.10.2008 3012

S.No.	Year	Select list 2008 (1.7.2008-30.6.2009)	Select list 2009 (1.7.2009-30.6.2010)	Select list 2010 (1.7.2010-30.6.2011)	Select list 2011 (1.7.2011-30.6.2012)	Select list 2012 (1.7.2012-30.6.2013)
1	Vacancies likely to occur on account of retirement	141	180	174	145	120
1(b)	Vacancies likely to occur on account of promotion	183	234	226	271	220
1(c)	**TOTAL (1a+1b)**	**324**	**414**	**400**	**416**	**340**
1	**1(c)/2+20**	**182**	**227**	**220**	**228**	**190**
2(a)	No. of Officers awaiting promotion (backlog at the beginning of the year)	2252	1879	1413	1035	1673
2(b)	No. of fresh Officers eligible for promotion during the Select list Year	24	58	204	1242	464
2	**TOTAL (2a+2b)**	**2276**	**1937**	**1617**	**2277**	**2137**
3	**Balance (2-1)**	**2094**	**1710**	**1397**	**2049**	**1947**
4	**No. of retirees out of (3)**	215	297	362	376	261
5	No. of officers who could not be accomodated (3-4)	1879	1413	1035	1673	1686
6	**Select list year of the feeder grade expected to be covered**	**1992**	**1993**	**1993**	**1994**	**1994**
7	**Stagnation (Years)**	**8**	**8**	**9**	**9**	**10**

ANNEXURE IX(a)

Stagnation from Assistant to SO

SL YEAR	2008	2009	2010	2011	2012
Officer awaiting promotion	2463	2021	1461	993	1537
Fresh Officials becoming eligible minus retirements	-191	-239	-158	866	203
Total	2272	1782	1303	1859	1740
Vacancies	251	321	310	322	264
Balance	2021	1461	993	1537	1476
SL year covered in feeder grade	1992	1993	1995	1999	2002
Stagnation	8	8	7	4	2

Note 1: Conducting LDCE but in the ratio of 75:25 (i.e. 75 Seniority Quota & 25% LDCE) in stead of 50:50 as per present RRs. – Amendment to RRs or changing the provision in RRs would be required.

Note 2: If no additional posts are created or upgraded in SO level

Annexure - X

Stagnation levels from UDC to Assistant

Strength as on 31.10.2008 4907

S.No.	Year	Select list 2008 (1.7.2008-30.6.2009)	Select list 2009 (1.7.2009-30.6.2010)	Select list 2010 (1.7.2010-30.6.2011)	Select list 2011 (1.7.2011-30.6.2012)	Select list 2012 (1.7.2012-30.6.2013)
1(a)	Vacancies likely to occur on account of retirement	216	297	363	376	262
1(b)	Vacancies likely to occur on account of promotion	324	413	399	416	340
1	**TOTAL (1a+1b)**	**270**	**355**	**381**	**396**	**301**
2(a)	No. of Officers awaiting promotion (backlog at the beginning of the year)	3200	3182	3107	3112	3145
2(b)	No. of fresh Officers eligible for promotion during the Select list Year	288	300	411	459	475
2	**TOTAL (2a+2b)**	**3488**	**3482**	**3518**	**3571**	**3620**
3	**Balance (2-1)**	**3218**	**3127**	**3137**	**3175**	**3319**
4	**No. of retirees out of (3)**	36	20	25	30	35
5	No. of officers who could not be accomodated (3-4)	3182	3107	3112	3145	3284
6	**Select list year of the feeder grade expected to be covered**	**1992**	**1993**	**1993**	**1994**	**1995**
7	**Stagnation (Years)**	**11**	**11**	**12**	**12**	**12**

Based on the presumption that 1766 vacancies are available for the SL 2003 to 2006
Figures are 50% of 1(a) and 1(b) as only 50% vacancies are available for seniority quota.

ANNEXURE - X(a)

Stagnation in the UDC Grade

SL YEAR	2008	2009	2010	2011	2012
Officer awaiting promotion	3019	1535	1460	1465	1498
Fresh Officials becoming eligible minus retirements	252	280	386	429	450
Total	3271	1815	1846	1894	1948
Vacancies	269	355	381	396	301
Balance	3002 - 1467 *	1460	1465	1498	1647
SL year covered in feeder grade	2001	2003	2004	2005	2006
Stagnation	2	1	1	1	1

Seniority Quota 50%
Direct Recruitment 50%

***Assuming 1467 additional posts either by upgradation/creation become available in Assistant Grade for Seniority Quota.**

Annexure - XI

Stagnation levels from LDC to UDC

Strength as on 31.10.2008 5250

S.No.	Year	Select list 2008 (1.7.2008-30.6.2009)	Select list 2009 (1.7.2009-30.6.2010)	Select list 2010 (1.7.2010-30.6.2011)	Select list 2011 (1.7.2011-30.6.2012)	Select list 2012 (1.7.2012-30.6.2013)
1(a)	Vacancies likely to occur on account of retirement	36	20	25	30	25
1(b)	Vacancies likely to occur on account of promotion	270	355	381	396	301
1	**TOTAL (1a+1b)**	**306**	**375**	**406**	**426**	**326**
2(a)	No. of Officers awaiting promotion (backlog at the beginning of the year)	$	2032	1692	1315	943
2(b)	No. of fresh Officers eligible for promotion during the Select list Year	$	35	29	54	56
2	**TOTAL (2a+2b)**	**2338**	**2067**	**1721**	**1369**	**999**
3	**Balance (2-1)**	**2032**	**1692**	**1315**	**943**	**673**
4	**No. of retirees out of (3)**					
5	No. of officers who could not be accomodated (3-4)	2032	1692	1315	943	673
6	**Select list year of the feeder grade expected to be covered**	**1993**	**1994**	**1995**	**1996**	**1997**
7	**Stagnation (Years)**	7	7	7	7	7

$ Break up not available

Data is on some assumption as LDC Grade is decentralised.

Annexure - XII

Summary comparison of CSS & sister services

Post / level	CSS	RBSS	AFHQ	DANICS
HAG	-	1	-	-
SAG	©43	®5	®3	-
Director	113	12	20	40
JD/DS	336	38	83	13
DD/US	1444	118	303	80
SO	3012	276	778	169
Assistant	4907	450	1444	-
TOTAL	9812+43	900	2631	302

© - (through Central Staffing Scheme) ® - Encadred posts

Note:

(i) Officers of RBSS upto 1996 DR SOs had been given the option to join IRPS against 10% quota. These officers have reached SAG levels in 19-20.

(ii) 1981 exam Direct Recruit SO, in RBSS who did not opt to join IRPS, is likely to be promoted to HAG post in RBSS shortly.

(iii) 1983 DR and 1982 promotee SOs in RBSS have become JS/ED (SAG) in the cadre.

(iv) DANICS officers are inducted into the IAS (UT Cadre) at Director / SAG levels.

ANNEXURE - XIII (A)

Financial Implications in the Revised pay bands

A	B	C	D	E	F	G	H
Name of the post	Pay Band (Rs)	Mean in Pre-revised Pay (Rs)	Corr. Pay in New Scale (Rs)	Grade Pay (Rs)	DA @16% (Rs)	TA @ (TA +16% of Basic) (Rs)	Total (in Rs)
Joint Secretary	37400-67000	20400	47400	10000	9184	3712	70296
Director	37400-67000	16300	39690	8700	7742.4	3712	59844
Deputy Secretary	15600-39100	14250	26510	7600	5457.6	3712	43280
Under Secretary	15600-39100	12600	23440	6600	4806.4	3712	38558
S.O (+4 years)	15600-39100	10750	20000	5400	4064	3712	33176
Section Officer	9300-34800	9750	18140	4800	3670.4	3712	30322
Assistant	9300-34800	8500	9660	4200	2218	1856	17934
UDC	5200-20200	5000	9300	2400	1872	1856	15428
LDC	5200-20200	3820	7210	1900	1457.6	696	11264

ANNEXURE –XIII(B)

Work Sheet

1. **Directors** – Rs.59844 x 12 = Rs.718128/- x 54 = Rs.38778912
or **Say Rs.3.87 Crores (A) (add)**

2. **Deputy Secretary** (upgradation from US to DS):

Difference in Pay of US & DS = Rs.43280/- (-) Rs.38558/- = Rs.4722/- p.m.

Rs.4722/- x 12 = Rs.56664/- x 194 posts = Rs.1098816/- **Say Rs.1.09 Crores (B) (add)**

3. **Under Secretary** (reduction of posts)

Pay of US in the revised scale = Rs.38558/- x12 = Rs.462696/-

Posts for reduction = 244 x Rs.462696/- = Rs.113385824/- or **Say Rs.11.28 Crores (C)(sub)**

4. **Section Officer** (reduction of posts)
Pay of SO in the revised scale = Rs.30322/- x 12 =Rs.363864/-

Posts for reduction = 12 x Rs.363864/- = Rs4366368/- or **Say Rs.0.44 Crores (D) (sub)**

5. **Assistants Grade** (upgradation of posts from UDC to Assistants)

Difference of Pay of Assistant & UDC = Rs.17934 (-) Rs.15428 = Rs.2506/-

Rs.2506/- x 12 = Rs.30072/- x 1467 posts = Rs.44115624 /- **Say Rs.4.41 Crores (E) (add)**

6. **UDC** (reduction of posts)

Pay of UDC in the revised scale = Rs.15428/- x12 = Rs.185136/-

Posts for reduction = 1467 x Rs.185136 = Rs.271594512 /- **Say Rs.27.16 Crores (F)(sub)**

7. **LDC** (reduction of posts)

Pay of LDC in the revised scale = Rs.11264/- x 12 = Rs.135168/-

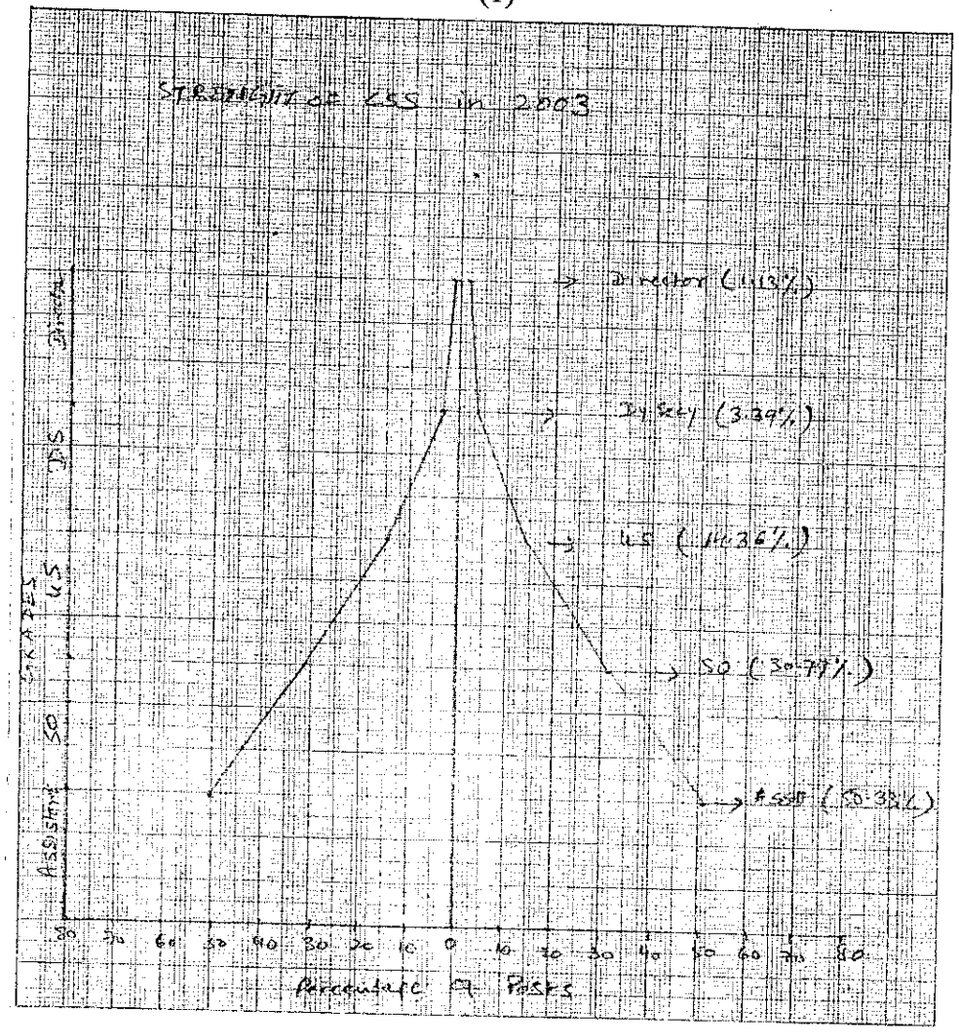
Posts for reduction = 1247 x Rs.135168/- = Rs168554496/-
or **Say Rs.16.85** Crores **(G)(sub)**

Grand Total = {(A) + (B) + (E)} – {(C) + (D) + (F) + (G)} = (-) Rs.46.36 Crores (Savings)

ANNEXURE XIV

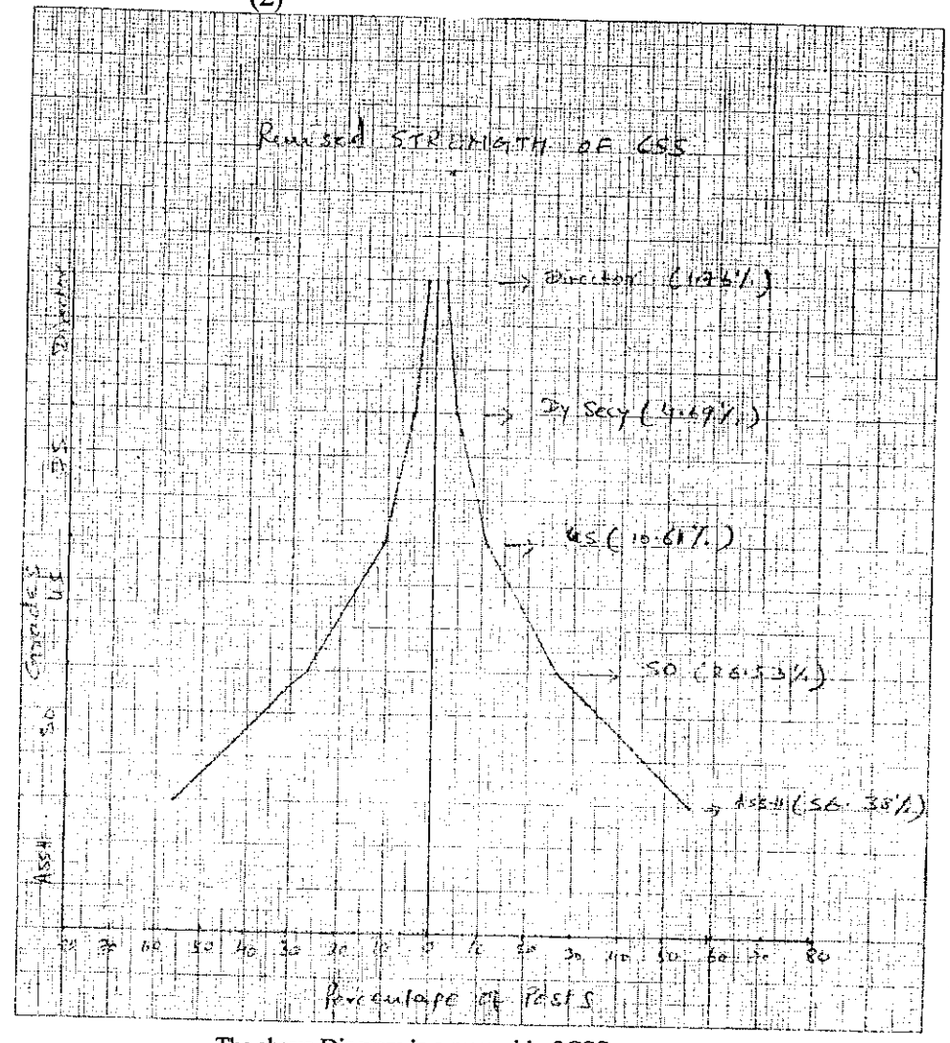
CADRE PYRAMID STRUCTURES BEFORE & AFTER CADRE REVIEW OF CSS 2008

CSS CADRE PYRAMID – 2003
(1)



The above diagram is a pyramid of CSS cadre structure as applied to Assistants Grade & above after the last Cadre Restructuring in 2003

CSS CADRE PYRAMID – 2008 (PROPOSED)
(2)



The above Diagram is a pyramid of CSS cadre structure as projected, from Assistants' grade & upwards after the proposed recommendations of the Cadre Review are accepted