

F.No.21/14/2010-CS.I (P)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Lok Nayak Bhawan, New Delhi.
Dated 20th January, 2011.

Office Memorandum

Subject: Minutes of the second monthly review meeting with cadre authorities in respect of issues pertaining to CSS, CSSS and CSCS held on 31.12.2010.

The undersigned is directed to say that in order to strengthen the cadre management of Central Secretariat Service, Central Secretariat Stenographers Service and Central Secretariat Clerical Service, the second monthly review meeting was held under the chairmanship of Joint Secretary (CS) on 31.12.2010 in North Block, New Delhi with all the cadre units. The meeting was attended by 30 cadre/sub-cadre units.

2. The minutes of the meeting have been uploaded at the web-site of the Department of Personnel & Training at www.persmin.nic.in>CS Division >CSS>Miscellaneous Circulars. All the cadre units are requested to peruse the minutes at the site and take necessary action accordingly.



(M.C. Luther)
Director
Tel:24629411

To

All Cadre Units (Ministries/Departments)

**MINUTES OF THE SECOND MONTHLY REVIEW MEETING WITH CADRE
AUTHORITIES IN RESPECT OF ISSUES PERTAINING TO CSS, CSSS AND CSCS
HELD ON 31ST DECEMBER, 2010**

The Second meeting with the cadre authorities to strengthen the cadre management of CSS, CSSS and CSCS especially of the grades which are managed in a decentralized manner was taken by JS (CS) on 31st December, 2010. The details of the agenda for the meeting are at Annexure-I. A list of participants is at Annexure-II.

2. The meeting commenced with DS, CS.II explaining the agenda for the meeting. Elaborating on the purpose, as also the key issues, JS (CS) stated that if the DOP&T understands the problems of the cadre units and the cadre units in turn comprehend the difficulties of DOP&T, then the cadre management of the three services would be more effective. JS (CS) also elaborated on the grade wise position of the three services and advised the participants to sensitize their respective senior officers about the present status. He explained that a large number of communications are received on these issues and while efforts are being made to reply to these communications, it is often not possible to do so due to the sheer enormity of the communications.

3. As for the grade of Director, JS (CS) informed the participants that as of today no Deputy Secretary with 5 years regular service is available for promotion. As regards Deputy Secretary, however, a panel (Supplementary Select List for 2010) is available which, at the current rate, would last up to April or May, 2011 and in case the stay of Central Administrative Tribunal (CAT) on the operation of the Select List of Under Secretary for the year 2003 beyond S.No.307 of the Select List is not vacated, problems would commence with regard to filling up the vacancies of Deputy Secretary. As regards Under Secretary, he informed that as of today, 92 vacancies already exist and this number will continue to rise till July, 2011. These vacancies are across all Ministries and the Ministries have to bear with the situation till July, 2011. In the grade of Section Officer, while the zone of promotion is being extended from time to time (the last one being on 11.11.2010), extending it further has to be done with caution to avoid any reversions due to likely availability of around 400 officers from Limited Departmental

Competitive Examination for the year 2006 to 2008, the result of which will be available in the first half of 2011. JS (CS) also reiterated, as earlier stressed during the last meeting on 30th November, 2010, that the Ministries/Departments should avoid sending Section Officers on deputation for the time being as substitutes may not be available. Para 4 (iii) of the earlier minutes, circulated on 14th December, 2010, refers in this regard. In the grade of Assistant, direct recruits from 2009 and 2010 are expected earliest around August, 2011 as even after declaration of results of these examinations around March, 2011, some time would elapse in their medical, character and antecedents examinations and training at ISTM.

4. Deliberating on the issues concerning CSSS, JS (CS) explained that as on date, the position in the grades of PA and above is somewhat better but a large number of vacancies are expected in the grade of Steno Grade 'D' consequent to the cadre restructuring of CSSS, which is in its final stage. In this regard, JS (CS) sensitized the participants about the need for completion of ACRs/APARs of all the CSSS officers in view of the likely promotions due to cadre restructuring. While referring to a large number of vacancies in the grade of Steno Grade 'D', JS (CS) reiterated that the reason for such large vacancies are primarily because of non conduct of Screening Committee proceedings and optimization thereon. As a result, many Ministries/Departments, which did not report any vacancy during the operation of optimization scheme, have now come up with a large number of vacancies. It was also brought to the notice of the participants that the vacancies for the Steno Grade 'D' reported up to 2008 and which were in accordance with the optimization scheme, have already been reported to SSC and nominations are expected shortly. As regards vacancies of 2009 and 2010, intimation will be sent to SSC for recruitment of Steno Grade 'D' now, which may take around 8-10 months.

5. On CSCS side, JS (CS) expressed his anguish that while every other grade has reaped the fruits of first cadre restructuring of CSS in October, 2003, these have not percolated down to the grade of LDC which is anomalous. He, therefore, reiterated the need to furnish the details of vacancies in these grades without any further delay.

6. Thereafter, he invited the participants to explain the status of their respective Ministries with regard to the agenda as also with regard to any other problem they wanted to discuss. The status of the agenda items with regard to the Ministries/Departments is at Annexure-III. As regards other problems, the position is as follows.

7. Shri V K Sharma, Director, Ministry of Urban Development informed that a large number of UDCs on promotion as Assistants had been transferred although there are vacancies in the Ministry of Urban Development. Ms G Madhumita Das, Director, Department of Posts shared this concern and requested that even if it be not possible to retain these officials, at least they be permitted to phase out the relieving of such officials by a few months. Many other participants shared the concern that when vacancies are available, why some officials should be transferred to other Ministries/Departments. JS (CS) clarified that in decentralised cadres, the vacancies are accounted for Ministry wise as well as year wise in view of which officers who have become eligible for promotion for a particular year in which there is no vacancy in his/her Ministry/Department, they cannot be retained against the subsequent year's vacancy. JS (CS) enjoined upon all that Ministries/Departments should relieve such officers as early as possible because their non-relieving has a chain effect and the entire system suffers due to this.

8. Regarding status of completion of ACRs/APARs and data entry of the same on the computerised monitoring system by Nodal Officers, majority of the participants from Ministries/Departments stated that they are doing the same. Shri Anil Kakria, Under Secretary, D/o Disinvestment raised the issue, shared by others, of allotting fresh passwords due to change in incumbency of nodal officers etc. To this issue, it was duly clarified that NIC has already provided the passwords to all nodal officers, and in eventualities such as above, the Ministries may contact Shri Y.V. Ramana of NIC for queries relating to passwords or software. Shri Ramana's contact No. and email id have been displayed on the communications from CS-I Division hosted on the website in this regard.

9. On the issue of non availability of ER data for the purposes of APARs on account of which it is not possible to feed the status of APARs, Shri B S Negi, Director, D/o Rural Development was of the view, which view was shared by others, that ER data of officers should first be available so that the status of completion of APARs could be updated. It was informed that ER (basic data) has been fed in respect of CSS officers of the level of Under Secretary and above, while the same is being fed in respect of CSS officers of the level of Assistant and Section Officer. Pointing out the need for feeding basic data in respect of officers at all levels early even by deploying additional manpower, JS (AT&A) desired to hold a separate meeting with Director (CS-I) to get status on the issue.

10. On the issue of relieving of Under Secretaries transferred in the recent past, Shri Pradeep Gaur, Under Secretary from Ministry of Labour informed that Shri Sanjeev Behl, US did not report for duty till date on transfer from Department of Revenue in terms of order dated 15.10.2010. Shri Sat Pal, Director, Department of Food and PD stated that though his Department had relieved Shri V N Shukla, US to join SSC no substitute had been provided in his place. Shri K Murali, Under Secretary, informed that despite vacancies in the grade of US Shri A N Singh, US had been relieved by them without substitute. Shri Zile Singh, US, Higher Education informed that Shri R C Meena has not yet joined the Ministry of HRD on transfer from the Ministry of OIA. On inquiry by Shri V K Sharma, Director, Ministry of UD as to whether retention of Shri V K Srivastava, US in the Ministry of HUPA was favourably considered, it was informed to him that their request had not been agreed to and that Shri Srivastava be relieved immediately. Shri Arvind Mukherjee, US from MHA informed that Shri T N Prem, US who had been retained with the approval of DOPT up to 31.12.2010 was being relieved.

11. Shri B S Negi, Director, Ministry of RD raised the issue of outsourcing of work in view of a large number of vacancies in the grades of Steno Grade D, LDC etc. JS(CS) clarified that outsourcing is not possible against sanctioned posts but can be resorted to only for specific work for a specific time period. JS (CS) also desired that relevant minutes of Departmental Council meeting may be circulated in this regard. Shri Negi also raised the issue of filling up of newly created posts of LDCs. On this JS (CS)

observed that if such posts as LDCs are created in Ministries/participating offices, this will lead to an anomalous situation because decision to discontinue direct recruitment to these posts was taken way back in 2003. However, if these posts are created in non-participating offices, these offices will have to frame recruitment rules for filling up of these posts.

12. Ms C Sailaja, Director, Ministry of I&B raised the issue of non filling up of vacancies occurred on Section Officers proceeding on deputation. In this connection JS(CS) reiterated that the Ministries/Departments should avoid sending Section Officers on deputation for the time being as substitutes may not be available.

13. Shri J B Sharma, Under Secretary, MHA suggested that when the posts are created in the Ministries/Departments there should not be any need for the exercise of encadrement of posts in CSS/CSCS/CSSS and this should be automatic. Citing the example of NATGRID, JS (CS) clarified that there have been precedents where posts first encadred were later to be decadred and thus the process of obtaining approval of MOS(PP) to the encadrement of posts in relevant grades of three services is necessary. Shri Zile Singh, US, HRD inquired about the status of the proposal of his Ministry for encadrement of posts including one at DS level. He was informed that the proposal is under process.

14. JS (CS) appreciated the attendance even on the last day of the year and thanked all for attending the meeting.

15. The meeting ended with a Vote of Thanks to the Chair.

Annexure I

Agenda for the meeting

- i) Status of compliance by the Ministries/Departments of all orders issued by CS Division;
- ii) Details of Section Officers on deputation and the dates of their likely return;
- iii) Status of completion of ACRs/APARs and data entry of the same on the Computerized Monitoring System by the Nodal Officers;
- iv) Calculation of revised vacancy in the grade of LDC for the Select-List Year 2010 consequent upon amendment of CSCS Rules 2010;
- v) Information regarding convening of DPC by UPSC and Environment & Forests for PA for the Select List Year 2009 not received after repeated reminders; and
- vi) Completion of ACRs of PSs up to Select List year 2000 (Gen) and 2002 (SC & ST) despite reminder on 21.12.2010

Annexure -II

Monthly Review Meetings with cadre authorities in respect of issues pertaining to CSS/CSSS/CSCS

S.No.	Name of the Officer participated in the meeting	Ministry/Department represented
1	Shri H.C. Agrawal, Director	M/o Coal
2	Ms. G. Madhumita Das, Director	M/o Communication & IT (D/o Posts)
3	Shri Sat Pal, Director Shri B.S.A. Padmanabha, Deputy Secretary	D/o Food & Public Distribution
4	Shri S.K. Nag, Director	M/o Food, P.D. & Consumer Affairs (D/o Consumer Affairs)
5	Ms. C. Sailaja, Director (Admn)	M/o Information & Broadcasting
6	Shri Gopal Dass, Director(E)	M/o Minority Affairs
7	Shri V.A Chavda, Director (Admn)	M/o Medium, Small & Micro Entrp.
8	Shri B.S. Negi, Director Shri A.K.K. Raman, S.O.	M/o Rural Development
9	Shri V.K. Sharma, Director	M/o Urban Development
10	Smt. Shyama Kutty, Deputy Secretary Shri N.P. Kesavan, Under Secretary	M/o Communication & IT (D/o Telecommunication)
11	Ms. Mahalakshmi Ramachandran, Deputy Secty (Estt.)	M/o Culture
12	Shri C.O. Rajan, Deputy Secretary	M/o Law & Justice (D/o Legal Affairs)
13	Shri Ram Saran, Deputy Secretary Shri N.K. Gupta, Under Secretary	M/o Water Resources
14	Shri Soumendra Chanda, Under Secretary	M/o Chemical & Fertilizers (D/o Fertilizers)
15	Shri Ajay Kumar, Under Secretary	D/o Commerce (Supply Division)
16	Shri K. Murali, Under Secretary Shri Murlidhar Mishra, S.O.	M/o Defence
17	Shri Anil Kakria, Under Secretary	D/o Disinvestment
18	Shri M.C. Wadhvani, Under Secretary	M/o Environment & Forests
19	Shri B.S. Samkaria, Under Secretary (CAS)	M/o Finance (D/o Expenditure)
20	Shri Arvind Mukherjee, Under Secretary	M/o Home Affairs
21	Shri Manoj Dehury, Under Secretary (Admn.III) Shri Ram Gopal, Under Secretary	M/o Home Affairs (O/O Registrar General of India)
22	Shri Ziley Singh Vical, Under Secretary (Estt)	M/o Human Resource Development
23	Shri L.K. Sharma, Under Secretary (Estt.) Shri Kailash Chander, S.O. (Estt.)	D/o Industrial Policy & Promotion
24	Shri Pradeep Gaur, Under Secretary	M/o Labour & Employment
25	Shri H.R. Meena, Under Secretary Shri Ashok Prasad, S.O.	M/o Road, Transport & Highways
26	Shri Vinod Kumar Sharma, Under Secretary	M/o Social Justice & Empowerment
27	Shri R.K. Gambhir, Under Secretary	Staff Selection Commission
28	Shri R.K. Vashisht, Under Secretary	M/o Textiles
29	Shri Ashutosh Anand, S.O.	M/o Corporate Affairs
30	Name not mentioned	D/o AYUSH

UPDATES ON THE AGENDA ITEMS BY DIFFERENT MINISTRIES/DEPARTMENTS

Agenda		Ministries/Departments									
S. No	Agenda	Defence	Telecom	MHA	MSME	Disinvestment	Supply	Posts	I&B	RT&H	
1.	Status of compliance of all orders issued by CS Division by the Ministries/Deptts	All orders complied with	All orders complied with	All orders complied with	All orders complied with	All orders complied with	All orders complied with	Orders reg. LDC transfer not complied with. Requested for retention	All orders complied with	All orders complied with	
2.	Details of Section Officers on deputation and the dates of their likely return	1-11.5.2011. Proposal for extension for 1 year under consideration	No SO on deputation	1-19.3.11 2-7.4.11 3-9.7.11 4-10.11.12 5-Co-terminus with Union Minister for Textiles 6-6.5.13 7-6.5.13	1-31.8.11 2-31.5.13	1.3.7.13	1-31.10.2011 2.-31.12.2015	One Steno not relieved Nil	1-25.5.11 2-6.11.11 3-31.5.11 4-On loan basis to PMO	1-April, 2011 2-April, 2011 3-30.9..2011 4.30.12.2012	
3.	Status of completion of ACRs/APARs and data entry of the same on the Computerized Monitoring System by the Nodal Officers	Being updated	Information sent	No information furnished	Being sent shortly	Will be sent shortly	Being updated	Being updated	Being updated regularly	Being updated	
4.	Calculation of revised vacancy in the grade of LDC for the Select List Year 2010 consequent upon amendment of CSCS Rules 2010	Being sent shortly	Will be reported soon	No information furnished	Sent	No post of LDC sanctioned	Being sent	Information sent vide O.M. dated 21.12.2010	No information sent	Information sent	
5.	Information regarding convening of DPC by UPSC Environment & Forests for PA for the Select List Year 2009 not received after repeated reminders	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	
6	Completion of ACRs of PSs up to Select List year 2000 (Gen) and 2002 (SC & ST) despite reminder on 21.12.2010	Sent vide letters dated 1.10.10 and 26.11.10	Sent vide O.M. dated 10.12.2010	Completed	ACRs already forwarded	No PS of 2000 (General) or of 2002 (SC/ST) available	ACRs already forwarded	Completed	Completed	Information sent	

UPDATES ON THE AGENDA ITEMS BY DIFFERENT MINISTRIES/DEPARTMENTS

Agenda		Ministries/Departments									
S. No		Rural Devel.	Environ. & Forests	Food & PD	Urban Development	Textiles	S&JE	HRD	Labour	Coal	Consumer Affairs
1.	Status of compliance of all orders issued by CS Division by the Ministries/Deptts	All orders complied with except relieving of Shri Jugal Kishore, UDC	All orders complied with	Orders reg. 8 officials of CSSS and 2 UDCs not implemented	All orders complied with	All orders complied with	One order relating to M/o Tribal Affairs not implemented	All orders complied with	All orders complied with	All orders complied with	Information sent to CS.II Division
2.	Details of Section Officers on deputation and the dates of their likely return	No SO on deputation	1- 31.12.2011 2- 30.06.2013	1- 01.03.2011	NIL	1- 23.12.2011	1- 03.11.2011	1- 31.1.2011	1- 01.08.2013 2- 20.08.2013 3&4- On loan basis to MOIA (Both under suspension)	-	NIL
3.	Status of completion of ACRs/APARs and data entry of the same on the Computerized Monitoring System by the Nodal Officers	Information sent	Work will be taken up from January, 2011	Request for training of Nodal Officer pending with DOP&T	Being updated	Being implemented	Being updated	Being implemented	Had requested DOP&T to sort out problem in feeding of data.	-	ACRs of 17 officers pending in various grade
4.	Calculation of revised vacancy in the grade of LDC for the Select List Year 2010 consequent upon amendment of CSCS Rules 2010	Revised information not sent	Being sent	Will be sent shortly	Sent	Cadre Authority, D/o Commerce, are taking action	Revised vacancy of LDC in the SL Year 2010 is NIL	Information sent	Information sent	Will be communicated shortly	NIL vacancy. Position sent
5.	Information regarding convening of DPC by UPSC and Environment & Forests for PA for the Select List Year 2009 not received after repeated reminders	Not Applicable	DPC will be held shortly	Not Applicable	Not Applicable	Cadre Authority, D/o Commerce, are taking action	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
6	Completion of ACRs of PSS up to Select List year 2000 (Gen) and 2002 (SC & ST) despite reminder on 21.12.2010	ACRs already sent	Being sent shortly	No PS of 2000 (General) or of 2002 (SC/ST) available	ACRs already forwarded	ACR for the period 2009-10 of one official not completed	Action taken	ACRs already sent	ACRs already forwarded	ACR already sent	Nothing pending