

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

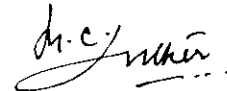
Lok Nayak Bhawan, New Delhi.
Dated 14th December, 2010.

Office Memorandum

Subject: Minutes of the first monthly review meeting with cadre authorities in respect of issues pertaining to CSS, CSSS and CSCS held on 30.11.2010.

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 first monthly review meeting was held under the chairmanship of Joint Secretary (CS) on 30.11.2010 in North Block, New Delhi with all the cadre units. The meeting was attended by 22 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 FIRST MONTHLY REVIEW MEETING WITH CADRE AUTHORITIES
IN RESPECT OF ISSUES PERTAINING TO CSS, CSSS AND CSCS HELD ON 30TH
NOVEMBER, 2010**

In order to strengthen the cadre management of CSS, CSSS and CSCS especially of the grades which are managed in a decentralized manner, it was decided to institutionalize an arrangement by holding Monthly Review Meetings at Joint Secretary level in DOP&T to review progress of various issues pertaining to these services with the cadre authorities on the last Wednesdays of the month to be chaired by JS (CS). The First Monthly Meeting was held on 30th November, 2010. The details of general as well as specific agenda for the meeting are at Annexure-I. A list of participants is attached at Annexure-II.

2. The meeting commenced with Director (CS.I) explaining the purpose of the meeting. Recalling earlier meetings with representatives of different Ministries/Departments from April to July, 2010, on issues relating to CSS, Director (CS.I) explained that this time issues of all the three Secretariat Services are being taken up with the purpose of efficient cadre management of the three services especially filling up of vacancies in different grades of these Services.

3. Thereafter, JS (CS) further explained that in a review meeting taken by Cabinet Secretary on CSS/CSSS/CSCS, he had directed that DOP&T should closely monitor cadre management of these services. Various issues such as determining vacancies and holding DPCs for decentralized grades was highlighted, while action is to be taken by the cadre units, there is much time lag between the orders issued by CS Division and final action/compliance by the cadre units. Another issue was maintaining/reporting correct data on various aspects of cadre management by the cadres to the CS Division and ensure consistency of quality of the data being reported, especially with reference to incumbency in various grades. Some more issues on which many of the Ministries/Departments are often found wanting, he added, were timely completion of APARs and correct and timely determination and reporting of vacancies against specific quotas (DR/LDCE/SQ etc) in various grades. JS (CS) underlined the importance of timely compliance of orders issued by CS Division from time to time as any delay on the part of even one or two Ministries leads to non-finalization of the entire process. This was particularly wanting in the orders relating to CSSS in the grades of PS, PA and Steno Grade 'D'. Pointing out that APARs of earlier



years continue to be received in CS Division due to delayed completion of these ACRs JS (CS) informed that during the last meeting of the CEB in November, 2010, the Board took exception to this practice of completing ACRs after many years. He informed that shortly the Ministries/Departments would be informed of a date by which all ACRs up to the year 2009-10 would have to be completed and thereafter no ACR pertaining to these years would be entertained by CS Division.

4. Issues discussed and decisions taken:-

- i) Adhoc promotions to SO Grade: It was emphasised upon the cadre units to take immediate action on the OM dated 11.11.2010 in respect of promotion of Assistants to the grade of Section Officer on ad-hoc basis as the date stipulated for completion was 1.12.2010. Cadre Units were advised to immediately send to DOPT the recommendations of the DPC in respect of those eligible Assistants in the zone for promotion who could not be promoted by 1.12.2010 within the Cadre Unit due to non-availability of vacancies, so that they could be nominated to other Cadre Units where the SOs' vacancies existed.
- ii) Upgradation of UDCs as Assistants: Completion of action by Cadre Units on upgradation of 1467 UDCs as Assistants was appreciated. However it was pointed out that the information sent by some cadre units in respect of sanctioned strength of Assistant needed rectification as the indicated strength was more than that reflected in CSS rules and subsequently encadred.
- iii) Rotational Transfers of SOs: The co-operation of all the Cadre Units in implementation of Rotational Transfers was requested. Attention was also brought to the latest amendment to CSS rules wherein it is stipulated that if after 45 days of issue of transfer order of an officer, his pay cannot be drawn by the concerned Department, from where he has been transferred. It was also highlighted that non relieving of officers has chain effect on other transfers. Some Cadre Units pointed out that there was acute shortage of Section Officer. The JS(CS) then advised that in such case the Departments should avoid sending Section Officers on deputation for the time being, as substitutes may not be made available by DOPT.
- iv) Adhoc promotions to Under Secretary Grade: The few Cadre Units which had not yet relieved the officers promoted vide order dated 11.11.2010 were again requested to immediately relieve the concerned officers without waiting for a

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substitute to enable them to avail their promotional benefits. It was pointed out that all other Cadre Units were also facing the problem of lack of manpower in various grades and were requested to bear with till the situation improves.

- v) Promotions to Deputy Secretary Grade: Compliance of orders dated 4.11.2010 was welcomed
- vi) Calculation of LDCs' vacancies: The Cadre Units were requested to send the requisite data in the prescribed proforma, which was also available on web site of DOPT, by 15.12.2010.
- vii) Convening of DPC by Env & Forest, UPSC, MSME and YA&S for PA SL 2009: The defaulting Cadre Units were asked to take immediate action on the matter.
- viii) Completion of ACRs of PS : The Cadre Units were apprised about expediting the ACRs of PS of up to SL year 2000 (General) and 2002 (SC &ST).

5. JS (CS) also added that next meeting onwards the meeting should be more structured with the agenda circulated in advance and updates from the Ministry compiled. The three specific issues, inter alia, which were decided to be taken up in the next meeting are as under: -

- i) Status of compliance of all orders issued by CS Division by the Ministries/Departments
- 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.

6. Thereafter, the representatives of various Ministries were requested to give updates on the specific agenda items pertaining to their Ministries one by one. The position of the Ministries, as explained during the meeting, is attached as Annexure-III.

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



Specific Issues

- (i) Status of convening of DPC with regard to zones of promotions issued for promotion to the grade of Section Officer on 11.11.2010.
- (ii) Status of upgradation of 1467 UDCs as Assistants.
- (iii) Status of implementation of the orders of Rotational Transfer of Section Officers issued on 27.8.2010.
- (iv) Status of implementation of orders dated 11th November, 2010 regarding ad hoc promotion of Under Secretaries.
- (v) Status of implementation of orders dated 4th November, 2010 for promotion of Under Secretaries as Deputy Secretaries.
- (vi) Calculation of revised vacancy in the grade of LDC for the Select List Year 2010 consequent upon amendment of CSCS Rules 2010
- (vii) Convening of DPC by Env. & Forests, UPSC, MSME and Youth Affairs & Sports for PA for the Select List Year 2009.
- (viii) Completion of ACRs of PS up to SL Year 2000 (Gen) and 2002 (SC&ST).

General Issues

- i) Status of vacancies of various grades of these services in cadre units and also timely reporting of vacancies to DOP&T.
- ii) Status of updation of the seniority lists and preparation of reservation rosters for various grades.
- iii) Review of progress of DPCs where zones of promotion have been issued in decentralised grades of the three services.
- iv) Status of compliance with the orders of transfers under the rotational transfer policy or on promotion.
- v) Progress of completion of APARS/ACRs of officials in these three services and also status of disposal of representations received against below benchmark grading, if any.
- vi) Status of request sent by cadre units to DOP&T on matters relating to these three services.

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List of Participants

S.No.	Name of the officer	Ministry/Department
1.	Ms. C. Sailaja, Director	I&B
2.	Shri S.K. Nag, Director	Consumer Affairs
3.	Shri Ranbir Singh, Director	Labour
4.	Shri Bhagwan Dass, Director	Posts
5.	Shri H. C. Agrawal, Director	Coal
6.	Shri Sat Pal, Director	Food
7.	Ms. Vasudha Gupta, Director	Earth Sciences
8.	Shri P.K. Singh, Director	P&NG
9.	Ms. M. Shyamala, Director	MHA
10.	Ms. Shyama Kutty, DS	Telecom
11.	Shri C.O. Rajan, Deputy Secretary	Legal Affairs
12.	Shri K. Murali, Under Secretary	Defence
13.	Shri N. Sriraman, Under Secretary	Power
14.	Shri Debashis Dey, Under Secretary	DONER
15.	Shri M.M. Pandey, Under Secretary	E&F
16.	Shri Ashok Parmar	H&FW
17.	Shri Jitender Kumar, Under Secretary	UD
18.	Shri H.R. Meena, Under Secretary	Road Transport & Highways
19.	Shri V. Sreekumar, Under Secretary	Revenue
20.	Shri B. S. Samkria, Under Secretary	Finance
21.	Shri Sanjoy Shanchar, Under Secretary	Commerce
22.	Shri Subhash Chander, Under Secretary	Planning Commission
23.	Shri A.K. Singh, Under Secretary	Food
24.	Shri T.P. Kerketta, Under Secretary	Defence
25.	Ms. Nirmala Devi, Under Secretary	Telecom
26.	Mrs. Lata, Section Officer	Expenditure



Annexure-III

S. No	Name of Ministry/ Deptt.	Updates on Specific Agendas								Remarks
		Convening DPC for promotion to SO Grade	Upgradation of 1467 UDCs as Assistants	Rotation of SOs	Ad hoc promotion of USs	Promotion of USs as DSSs	Calculation of LDC vacancies for 2010 Select List	Convening of DPC for the Select List Year 2009 of PA	Completion of ACRs of PSSs	Other suggestions/issues
1	2	3	4	5	6	7	8	9	10	11
1	I&B	Orders dated 23.9.2010 complied with Orders dated 11/11/2010 not yet implemented DPC scheduled for next week.	Needful done. Information sent to CS-II Division	All relieved.	No SO under promotion	Orders complied with	No information received so far	DPC convened	ACRs completed	RTP instructions should be reiterated
2	Consumer Affairs	Orders dated 23.9.2010 complied with Orders dated 11/11/2010 implemented Information sent on 29.11.10	Needful done. Information sent to CS-II Division	No SO under transfer	No SO under promotion	No one under promotion	Nil vacancy reported	DPC convened	ACRs completed and sent on 4.11.2010	5 Assistant vacancies 2 PA vacancies
3	Labour & Employment	Orders dated 23.9.2010 complied with Orders dated 11/11/2010 not implemented	Needful done. Information sent to CS-II Division	All relieved.	No SO under promotion	No one under promotion	No information received so far	DPC convened	ACRs completed	2 US not yet reported
4	Posts	Orders dated 23.9.2010 complied with Orders dated 11/11/2010 not yet implemented DPC will be held shortly – Two Vigilance clearance awaited	Needful done. Information sent to CS-II Division	No SO under transfer	No SO under promotion	No one under promotion	No information received so far	DPC convened One PA not reported from D/o Revenue	ACRs completed	Acute shortage of Assistants
5	Coal	Orders dated 23/9/2010 not yet implemented DPC will be completed within a week Orders dated 11/11/2010 not yet implemented	Needful done. Information sent to CS-II Division	No SO under transfer	No SO under promotion	No one under promotion	No information received so far	DPC convened	ACRs completed up to 1996	Two Assistants yet to join from M/o UD
6	Planning Commission	Orders dated 23.9.2010 complied with Orders dated 11/11/2010 No Assistant eligible	Needful not done. DPC will be held in one week.	No SO under transfer	One SO yet to be relieved	No one under promotion	No information received so far	DPC convened	ACRs completed up to 1996	Six SO Grade and 2 US vacancies to be filled up

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1	2	3	4	5	6	7	8	9	10	11
7	Power	Orders dated 23.9.2010 complied with Orders dated 11/11/2010 not yet implemented	Needful done. Information sent to CS-II Division	All relieved.	No SO under promotion	Orders complied with	LDC vacancies intimated.	DPC convened	ACRs completed	Shri Dabas, Sr. PPS yet to join
8	Expenditure	Orders dated 23.9.2010 complied with Orders dated 11/11/2010 Complied with	Needful done. Information sent to CS-II Division	5 SOs not relieved yet	No SO under promotion	No one under promotion	No information received so far	DPC convened	ACRs completed up to 1996	Acute shortage in SO and Assistant Grade. Hence sub-cadre's needs not being met
9	Food & PD	Orders dated 23.9.2010 complied with Orders dated 11/11/2010 not yet implemented	Needful done. Information sent to CS-II Division	All relieved.	No SO under promotion	No one under promotion	Revised information being sent.	DPC convened	ACRs completed up to 1996	APAR training needed Two SOs yet to report Shortage of Steno Grade 'D' Two UDCs yet to join. One US substitute to be provided
10	Defence	Orders dated 23/09/2010 not implemented Orders dated 11/11/2010 not yet implemented DPC will be held shortly	Needful done. Information sent to CS-II Division	One not relieved	Eight SOs yet to be relieved	No one under promotion Shri K S Rao, DS yet to join	No information received so far	DPC convened	ACRs completed	21 SO vacancies 6 vacancies at DS level Details being reported No internet facility
11	Earth Sciences	Orders dated 23/9/2010 not implemented Orders dated 11/11/2010 not yet implemented	Needful done. Information sent to CS-II Division	No SO under transfer	No SO under promotion	Orders complied with	No information received so far	DPC convened	ACRs completed	PA - 13 vacancies UDC -12 vacancies
12	DONER	Orders dated 23/9/2010 not yet implemented Orders dated 11/11/2010 not yet implemented	Needful done. Information sent to CS-II Division	No SO under transfer	No SO under promotion	No one under promotion	No information received so far	DPC convened	ACRs completed	Acute shortage of PAs
13	E&F	Orders dated 23.9.2010 complied with Orders dated 11/11/2010 not yet implemented DPC scheduled for 7.12.10	Needful done. Information sent to CS-II Division	All relieved.	No SO under promotion	No one under promotion	No information received so far	DPC not convened	No status received	6 PS vacancies 8 Steno Grade 'D' vacancies Acute in scientific departments

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14	H&FW	Orders dated 23.9.2010 complied with Orders dated 11/11/2010 not yet implemented	Needful done. Information sent to CS-II Division	All relieved.	No SO under promotion	No one under promotion	No information received so far	DPC convened	ACRs completed	
15	UD	Orders dated 23/9/2010 not implemented Orders dated 11/11/2010 not yet implemented DPC scheduled for 2.12.2010	Needful done. Information sent to CS-II Division	All relieved.	No SO under promotion	No one under promotion	No information received so far	DPC convened	ACRs completed	US vacancies to be filled up
16	RT&H	Orders dated 23.9.2010 complied with Orders dated 11/11/2010 not implemented	Needful done. Information sent to CS-II Division	All relieved. 3 yet to report from UPSC/MHA	No SO under promotion	No one under promotion	No information received so far. Action underway and will be completed in two days.	DPC convened	5 ACRs pending, will be sent shortly	
17	Revenue	Orders dated 23/9/2010 not implemented Orders dated 11/11/2010 not yet implemented	Needful done. Information sent to CS-II Division	No SO under transfer	One SO yet to be relieved	Orders complied with	No information received so far	DPC convened	5 ACRs pending, will be sent shortly.	20 SO vacancies are remaining unfilled by Deptt. of Expenditure
18	Legal Affairs	Orders dated 23.9.2010 complied with Orders dated 11/11/2010 not yet implemented	Needful done. Information sent to CS-II Division	One not relieved	No SO under promotion	No one under promotion	No information received so far	DPC convened Several PAs yet to report.	ACRs completed up to 1996	Acute shortage of PAs -10 vacancies The Deptt. should be out of purview of CSS as CSS officers do not fit into the scheme of things of the Deptt.
19	Supply	Orders dated 23.9.2010 complied with Orders dated 11/11/2010 complied with. Information sent on 29.11.10	Needful done. Information sent to CS-II Division	All relieved.	No SO under promotion Two US yet to join	No one under promotion	No information sent. Being computed	DPC convened	ACRs being completed and sent	

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1	2	3	4	5	6	7	8	9	10	11
20	P&NG	Orders dated 23.9.2010 complied with. DPC will be held in next two days. Orders dated 11/11/2010 not yet implemented	Needful done. Information sent to CS-II Division	All relieved.	No SO under promotion	No one under promotion	No information received so far	DPC convened Posting of 3 PAs to be complied with	ACRs completed	
21	MHA	Orders dated 23.9.2010 complied with. DPC held on 11.11.10.	Needful done. Information sent to CS-II Division	All relieved.	No SO under promotion One yet to join from MSME.	Orders complied with	No information received so far	DPC convened	ACRs completed	SO Grade - 40 vacancies Steno Grade 'D' - Acute shortage Expedite orders relating to stepping up of pay of SO/Assistant
22	Telecom	Orders dated 23.9.2010 complied with Orders dated 11/11/2010 not implemented	Needful done. Information sent to CS-II Division	All relieved.	No SO under promotion	No one under promotion	No information received so far	DPC convened	ACRs completed up to 1996	SO Grade and Assistant Grade shortages

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