

OUT TODAY

No.21/5/2010-CS.I(P)
Government of India
Ministry of Personnel, P.G. & Pensions
(Department of Personnel & Training)


2nd Floor, Loknayak Bhawan, Khan Market,
New Delhi, dated the 9th April, 2010.

MEETING NOTICE

Subject: Result Frame Document- feedback from stakeholders-regd.

The undersigned is directed to refer to this Department's OM of even number dated 7.4.2010 on the subject mentioned above and to say that Sh. Rajeev Kapoor-Joint Secretary(AT&A) will hold consultations with the stakeholders of CS Division of DoPT on **15-04-2010 at 12:00 Noon in Room No. 190, North Block, New Delhi**. A copy of the agenda note for the meeting is enclosed herewith, with the request that officers attending the meeting may come fully prepared alongwith data in respect of their Ministry/Department w.r.t items identified.

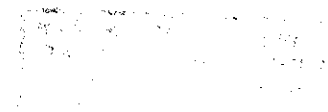
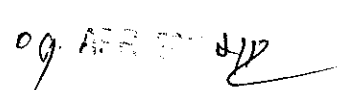
2. You are requested to kindly make it convenient to attend the said meeting. It is also requested that the questionnaire already circulated be also furnished to this Department, as already requested, by 12.4.2010.


(M.C.Luther)
Deputy Secretary to the Govt. of India o/c
Tel:24629411

To

Director/Deputy Secretary (in-charge of administration) of the following Ministries
/Departments:

1. Department of Expenditure, North Block, New Delhi.
2. Ministry of Textile, Udyog Bhawan, New Delhi.
3. Ministry of Social Justice, Shastri Bhawan, New Delhi.
4. D/o Higher Education, Shastri Bhawan, New Delhi.
5. M/o Environment & Forest, Prayavaran Bhawan, CGO Complex.
6. D/o Agriculture & Cooperation, Krishi Bhawan, New Delhi.
7. D/o Science & Technology, Technology Bhawan, New Mehrauli Road, N.Delhi.
8. D/o Road Transport & Highways, Transport Bhawan, New Delhi.
9. M/o Civil Aviation, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi.
10. M/o Home Affairs, North Block, New Delhi.
11. M/o Defence, South Block, New Delhi.
12. UPSC, Dholpur House, Shahjahan Raod, New Delhi.


09 APR 2010


Agenda Note

One of the action points envisaged under the Result Frame Document (RFD) of the Department of Personnel & Training is holding meetings with stakeholders in its capacity as the Cadre Controlling Authority for the three Central Secretariat Services, viz., Central Secretariat Service (CSS), Central Secretariat Clerical Service (CSCS) and Central Secretariat Stenographers Service (CSSS).

2. The CS Division of the DOPT handles the cadre matters of CSS/CSSS/CSCS. These include recruitment, placement, training, promotion and other personnel matters such as framing of rules and regulations, issuance of seniority and select lists etc. Till some time back most of the grades were decentralized and CS Division was performing limited functions. However, after the cadre restructuring of CSS in 2003 and CSSS in 2005, the CS Division was mandated to centralize cadre management of all the grades in all the Central Secretariat Services.

3. Accordingly efforts are on to centralize most of the grades in the three services. In the process of centralization of the various grades, as also in the normal personnel functions of the CS Division, it has to interact with the various Ministries/Departments quite frequently. While these Ministries/Departments might have their legitimate expectations from CS Division, this Division also has to depend on these Ministries/Departments for much of the data inputs, which is often not forthcoming in a timely manner leading to delays in reporting vacancies to UPSC/SSC and also causing impediments in better cadre management and timely filling up of vacancies in all grades.

4. Following are some of the new initiatives of CS Division:-

- (a) Implementation of Cadre Training Plan (CTP);
- (b) Expeditious completion of ER Sheet data bank;
- (c) Computerised monitoring of APAR completion;
- (d) Implementation of Rotational Transfer Policy;
- (e) Timely issue of Select Lists in all grades etc.

5. A questionnaire was devised to get the feedback from the Ministries/Departments/cadre units in this connection and was circulated to all the Ministries/Departments on 7.4.2010 to be completed and sent by 12.4.2010. The feedback would be compiled on receipt and discussed in the proposed meeting alongwith issues listed at para 4 above and also the following:-

- a) Syllabus of examination for recruitment to various posts by direct recruitment or limited departmental competitive examination
 - b) Transparency in postings/transfers of employees in different Ministries/Departments
 - c) Content and periodicity of training programmes/capacity building of CSS/CSSS/CSCS officers.
 - d) Promotional avenues and general improvement in work culture and motivation with a view to optimizing efficiency level in all grades of the three services.
 - e) Compliance of orders issued by CS Division etc.
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