

No.21/26/2011-CS.I (P)
Government of India
Ministry of Personnel, P.G. and Pensions
(Department of Personnel & Training)

2nd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi – 110003
The 22nd September, 2011.

OFFICE MEMORANDUM

Subject: Collection of data in respect of sanctioned strength and incumbency position in all the grades of CSS/CSSS/CSCS.

CS Division is the cadre controlling authority in respect of the three Secretariat Services, namely, CSS/CSSS/CSCS. The matter regarding discrepancies being noticed in the sanctioned strength as well as personnel of CSS/CSSS/CSCS posted in various Ministries/Departments was discussed in the Sixth Review Meeting with cadre units held on 15th September, 2011. In order to reconcile the data regarding sanctioned strength, incumbency position in all the grades of CSS/CSSS/CSCS, it was decided to undertake an exercise by CS Division to ascertain the exact strength of the personnel in all the grades of CSS/CSSS/CSCS in the Ministries/Departments. It is expected that this information can be compiled and furnished by the Ministries/Departments in a day or two.

2. All the Ministries/Departments are, therefore, requested to furnish information as on 1st September, 2011 in respect of the sanctioned strength and incumbency position along with names of the incumbents (Regular as well as Ad hoc) in all the grades of CSS/CSSS/CSCS in the format given below. The information should be provided separately in respect of each of the three Services.

S.No.	Name of the Grade	Sanctioned Strength	Incumbents in position	Name of the Incumbent	Whether Regular or Ad hoc

3. This may be treated as urgent and the information may be furnished latest by 27th September, 2011.

4. In view of the urgency of the matter, the Director/Deputy Secretary in charge of Administration, the nodal officer, will be contacted by CS Division from 26th September, 2011 onwards for collection of the data.

Monica Bhatia
(Monica Bhatia)
Director
Tel.No.24629411
22.9.2011

Director/Deputy Secretary (Admn.)
All Ministries/Departments