

MOST IMMEDIATE

No.21/1/2007-CS-I(SO)
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

2nd Floor, Lok Nayak Bhavan
Khan Market, New Delhi-110003.

Dated : 14th September, 2007

OFFICE MEMORANDUM

Sub: Recalculation & Recasting of vacancies of Section Officers' Grade of CSS.

The Government had set up a Committee on Cadre Restructuring of Central Secretariat Service (CSS) in February, 2001. One of the Terms of Reference of the Committee was to assess the magnitude of stagnation in the Assistants' Grade of CSS and suggest remedial measures. The Committee studied various aspects of the CSS and submitted its report in February, 2002. The report of the Committee was considered by the Government and it was decided inter alia to increase the posts of Section Officers from 1595 to 3000. The increase of 1405 posts included 638 newly created posts and 767 posts vacated by in-situ Under Secretaries. In pursuance to the decision, the cadre strength of various grades, including Section Officers' Grade, of CSS was fixed vide this Department's order No.21/37/2003-CS.I dated 28.10.2003 and the sanctioned strength of Section Officers' grade was allocated to the Cadres of CSS vide this Department's OM No.21/63/2004-CS-I(i) dated 20.01.2005.

2. Consequent to Cadre Restructuring of CSS in 2003, 1405 posts were immediately available in the SO grade for the Select List year 2003 (1.7.2003 to 30.6.2004). Taking into account natural vacancies arising out of retirement, resignation, death, deputation etc. during the year, actual vacancies in the Section Officers' Grade for the Select List year 2003 would have been to the tune of 1500 (1405+natural vacancies).

3. However, the cadre authorities reported only 993 vacancies in all (SQ-464, LDCE-418, DR-111) for the Select List year 2003. Apparently, some cadre authorities, while calculating vacancies for the SL-2003, did not take into account one or more of following (i) additional vacancies allocated to them consequent to Cadre Restructuring (ii) posts of Section Officer vacated by in-situ Under Secretaries (iii) natural vacancies that had arisen during the year. It has, therefore, become imperative that the vacancies in the Section Officers' Grade are re-calculated and recast for three modes of recruitment for the Select List year 2003 as well as for two subsequent years, i.e. 2004 and 2005. The exercise is essentially aimed at identifying unreported vacancies, if any, in various cadre authorities and taking action as deemed fit, subject to outcome of ongoing litigations and other contentious issues.


4. All cadre authorities may, therefore, undertake the exercise at right earnest and recast the vacancy position, separately for the recruitment years 2003, 2004 and 2005, in the enclosed proforma at the earliest. While doing so, the vacancies already reported for above three recruitment years for SQ, LDCE and DR quotas may also be kept in view. If necessary, cadre authorities may send revised vacancy position in the prescribed proforma for all three recruitment years, in addition to the information to be provided in the enclosed proforma. Needless to say,

care should be taken to ensure that the vacancies are projected with reference to the revised sanctioned duty posts in the Section Officers' Grade in the cadre as allocated to the Cadres of CSS vide this Department's OM No 21/63/2004-CS-1(i) dated 20.01.2005 and subsequent additions / encadrement of posts, if any, in the cadres

5 After completion of the exercise, net unfilled vacancies of 2003 of SQ and LDCE quotas and 2004 LDCE quota may be shown separately for each year and not carried forward / clubbed to the vacancies of next select list year. In all cases, reserved vacancies meant for SC and ST categories, as per reservation roster maintained by the cadres, may be indicated distinctly

6 The requisite reports / proforma may please be sent by 3rd week of September, 2007 positively. If felt necessary, officers dealing with the subject may contact or visit Shri K Suresh Kumar, Under Secretary, (Tele 24642705) in this office for clarification / consultation on any working day for preparing the report.

Encl. as above


(R K Ojha)

Deputy Secretary to the Government of India
Tele 24629411

To

Director Dy. Secretary (Admn / Estt)
Ministry / Department of

17 SEP 2007

Copy to The Technical Director, NIC, Loknaya Bhavan, New Delhi for posting the same in DOP&T website (Recent circulars).

PROFORMA - I

NAME OF CADRE :

Number of sanctioned posts of SO as on 01.07.2007

Number of Section Officers in position as on 01.07.2007 Regular - : Ad-hoc -

Select List Year	Sanctioned posts prior to cadre restructuring	Posts allocated / created after cadre restructuring	Gross increase in sanctioned strength	Number of posts vacated by in-situ Under Secretaries on promotion as ad-hoc US	Natural vacancies arising during the year SS	Net availability of vacant posts in Section Officers Grade
(a)	(b)	(c)	(d)=(c)-(b)	(e)	(f)	(g)=(d)+(e)+(f)
2003						
2004						
2005						

SS Natural vacancies by way of death, retirement, resignation, deputation, transfer etc.

PROFORMA - II

Select List Year	Net vacancies in Section Officers Grade as in (g) above	Seniority Quota			LDCE Quota			DR Quota ***		
		Total	Filled up	Unfilled	Total	Filled up	Unfilled	Total	Filled up	Unfilled
2003										
2004										
2005										

*** Recruitment of DR Section Officers has been stopped since 2001. As such DR vacancies may be shown as UNFILLED for all three years.