

**No.12/4/2011-CS.II(B)**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pensions**  
**Department of Personnel & Training**

**Lok Nayak Bhawan, New Delhi – 110 003**  
**Dated, 20<sup>th</sup> July, 2012**

**OFFICE MEMORANDUM**

Subject : Sanctioned Strength, incumbency, vacancy in the grade of UDCs of CSCS – reg.

Central Secretariat Clerical service consists of the grades of Upper Division Clerks (UDCs) and Lower Division Clerks (LDCs). Overall sanctioned strength of UDCs and LDCs is 3681 and 2252 respectively. Both the grades are, however, decentralized.

2. In pursuance to the recommendation of the Cadre Restructuring Committee of CSS, it was decided by the Cabinet in 2003 to discontinue direct recruitment of LDCs. The necessary order in this regard was issued on 20.4.2005 through which direct recruitment to the post of LDCs in CSCS was discontinued. All the Cadre Units of CSCS were requested to issue the necessary orders for abolition of all the vacant posts in the LDC grade of CSCS as on 3.10.2003, falling under direct recruitment quota (80% on the basis of competitive examination held by the SSC and 5% on the basis of selection made by the SSC from amongst outstanding sportsmen). As regards, the posts falling vacant on and after 3.10.2003, 85% of all such vacant posts were to be abolished in each select list year.

3. Though the cadres of UDCs and LDCs are decentralized, the overall control of the cadre lies with this department. However, the updated data about the sanctioned strength, incumbency position, vacancy etc. are not readily available with the department. It need not be emphasized that the said data is of utmost importance for formulation and implementation of any policy or plan with respect to the cadres.

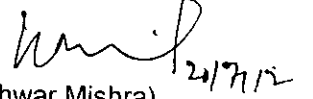
4. In view of the above, the Cadre Units are requested to furnish the necessary details about the sanctioned strength, incumbency position, vacancy in the grade of UDCs as on 1.7.2012 as under :-

**Information as on 1.7.2012**

Name of the Cadre Unit	Sanctioned Strength	In position	vacancy	Remarks(Strategy for filling up the vacancies)

Contd...2/-...

5. The Cadre Units are further requested to furnish the details as mentioned in para 4 above on half yearly basis i.e. as on 1<sup>st</sup> January and 1<sup>st</sup> July of the year.



(Kameshwar Mishra)  
Under Secretary to the Govt. of India

To  
Under Secretary (admn.)  
All Cadre Units