

S.No.-1 (I)



सत्यमेव जयते

भारत सरकार

**MOST IMMEDIATE**

कार्मिक और प्रशिक्षण विभाग

कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
नॉर्थ ब्लॉक, नई दिल्ली-110001

GOVERNMENT OF INDIA  
DEPARTMENT OF PERSONNEL AND TRAINING  
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES  
AND PENSIONS  
NORTH BLOCK, NEW DELHI-110001

Rajeev Kapoor  
Joint Secretary(AT&A)  
Tele: 23093608

D.O. No.7/4/2010-CS-II(C)

Dated: 20<sup>th</sup> May, 2010

20 MAY 2010

Dear

As you are aware that the grades of Steno Grade 'D', Steno Grade 'C' (PA) and Private Secretary of Central Secretariat Stenographers Service (CSSS) are decentralised. Department of Personnel and Training is in the process of centralisation of these grades of CSSS for better cadre management. Some data in respect these grades of CSSS is urgently required for this purpose. A proforma devised for this purpose is enclosed.

2. I shall be grateful if could kindly ensure that the requisite information in respect of your Cadre Unit is furnished to this Department in the enclosed proforma by **28<sup>th</sup> May, 2010** so as to enable this Department to go forward in the process of centralisation of CSSS.

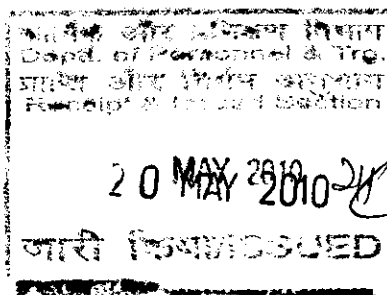
With regards,

Yours sincerely,

(Rajeev Kapoor)

To

The Joint Secretary(Admn.) of all the Cadre Units of CSSS as per list attached.



O/c  
20/5/10

**DETAILS OF STENO GRADE 'D'**

NAME OF THE CADRE UNIT	
SANCTIONED STRENGTH AS ON 20.5.2010	
NUMBER OF TOTAL OFFICIALS IN POSITION AS ON 20.5.2010	
NUMBER OF REGULAR OFFICIALS AS ON 20.5.2010	
NUMBER OF ADHOC OFFICIALS AS ON 20.5.2010	

**PARTICULARS OF OFFICIALS FROM THE SELECT LIST YEAR 1982 ONWARDS**

S.No.	Select List Year	Name of officials	Date of Birth	If working in higher grade on adhoc basis, indicate the Cadre Unit where posted	Remarks
1.	1982				
2.	1983				
.	.				
.	.				
25.	2005				
26.	2006				

**NOTE: Name of all the officials who are working on adhoc basis in the higher grade and posted to other Cadre Units by Department of Personnel and Training may also be indicated.**

**DETAILS OF PERSONAL ASSISTANT**

NAME OF THE CADRE UNIT	
SANCTIONED STRENGTH AS ON 20.5.2010	
NUMBER OF TOTAL OFFICIALS IN POSITION AS ON 20.5.2010	
NUMBER OF REGULAR OFFICIALS AS ON 20.5.2010	
NUMBER OF ADHOC OFFICIALS AS ON 20.5.2010	

**PARTICULARS OF OFFICIALS FROM THE SELECT LIST YEAR 1989 ONWARDS**

S.No.	Select List Year	Name of officials	Date of Birth	If working in higher grade on adhoc basis, indicate the Cadre Unit where posted	Remarks
1.	1989				
2.	1990				
.	.				
.	.				
17.	2005				
18.	2006				

**NOTE: Name of all the officials who are working on adhoc basis in the higher grade and posted to other Cadre Units by Department of Personnel and Training may also be indicated.**

**DETAILS OF PRIVATE SECRETARY**

NAME OF THE CADRE UNIT	
SANCTIONED STRENGTH AS ON 20.5.2010	
NUMBER OF TOTAL OFFICIALS IN POSITION AS ON 20.5.2010	
NUMBER OF REGULAR OFFICIALS AS ON 20.5.2010	
NUMBER OF ADHOC OFFICIALS AS ON 20.5.2010	

**PARTICULARS OF OFFICIALS FROM THE SELECT LIST YEAR 1989 ONWARDS**

S.No.	Select List Year	Name of officials	Date of Birth	If working in higher grade on adhoc basis, indicate the Cadre Unit where posted	Remarks
1.	1989				
2.	1990				
.	.				
.	.				
17.	2005				
18.	2006				

**NOTE: Name of all the officials who are working on adhoc basis in the higher grade and posted to other Cadre Units by Department of Personnel and Training may also be indicated.**