

No.10/2/2009-CS-II
Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel & Training)

Lok Nayak Bhavan, Khan Market,
New Delhi – 110003.
Dated 31.08.2009.

OFFICE MEMORANDUM

Subject : Central Secretariat Stenographers' Service – calling for data.

The undersigned is directed to request that the information as per the enclosed proforma may be furnished to this Department for taking necessary steps for better management and to ease the stagnation in various grades of the Central Secretariat Stenographers' Service, as early as possible and latest by 30.09.2009.



Under Secretary to the Govt. of India.

Under Secretary (Admn./Estt.)
All Cadre Controlling Authorities of CSSS.

Annexure - I

Number of officers in the Ministry/Attached offices

S.No.		Main Ministry	Attached Office
1	Secretary		
2	Secretary level officers		
3	Addl. Secy		
4	Addl. Secy level officers		
5	Joint Secy		
6	JS level officers		
7	Director/DS		
8	Dir./DS level officers		
9	Under Secy		
10	US level officers		
11	Desk Officer		
12	Desk Officer level officers		
13	Any other officer who are entitled for a Stenograper		

Annexure - II

	Sanctioned Strength	In position	No. of Officials who have rendered approved service				
			more than 14 years	12-14 years	10-12 years	08 - 10 years	upto 8 years
Private Secretary							
Personal Assistant							
Steno Grade 'D'							