

No.19/3/2013-CS-I(P)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel & Training)

Lok Nayak Bhawan, New Delhi -110003  
July 25, 2013.

**OFFICE MEMORANDUM**

Subject: Third Cadre Review of the Central Secretariat Service (CSS)-  
suggestions/inputs of the Ministries/Departments/Organisations  
participating in CSS

The undersigned directed to refer to this Ministry's O.M. of even number dated 6<sup>th</sup> June, 2013 on the subject mentioned above (copy enclosed) and to say that it has been decided to seek additional information from the Ministries/Departments as in the attached proforma.

2. All the Ministries/Departments/Organisations participating in CSS are, therefore, requested to furnish desired information in the format circulated earlier and also the additional information in the proforma now being circulated at the earliest latest by 14<sup>th</sup> August, 2013 with the approval of the Secretary concerned.

*Utkarsh*  
(Utkarsh R Tiwari)  
Director  
Telefax: 24629411

Deputy Secretary/Director(Admn/Estt),  
All the Ministries/Departments/Organisations participating in CSS

**DEPARTMENT OF PERSONNEL AND TRAINING**

**ADDITIONAL INFORMATION FOR CADRE REVIEW OF THE CENTRAL SECRETARIAT  
SERVICE**

1.	Annual Budget for the Ministry/Deptt. for last five years	2009-10 2010-11 2011-12 2012-13 2013-14				
2.	New Schemes/Programmes/activities added since the financial year 2010-11					
3.	Schemes/Programmes/activities discontinued/closed since the financial year 2010-11					
4.	No. of Sections/Desks in the Ministry/Department as on 1.7.2013					
5.	Whether the existing staff strength is adequate to handle the present work load?					
6.	The requirement of manpower in CSS/CSCS as on date, justified with the work load	<b>Grade</b>	<b>Existing strength</b>	<b>Possible reduction</b>	<b>Additional requirement</b>	<b>Total b-c or b+d</b>
		<b>a</b>	<b>b</b>	<b>c</b>	<b>d</b>	<b>e</b>
		<b>LDC</b>				
		<b>UDC</b>				
		<b>Assistant</b>				
		<b>SO</b>				
		<b>Under Secy. DS/Director</b>				
7.	Justification for increase/decrease in manpower					

The above information is to be furnished with the approval of Secretary of the Department.

Signature  
Name:  
Designation:  
Dated:

