

No. 26/02/2022-CS.II(A) (efile no.3163064)

Government of India

Ministry of Personnel, Public Grievances & Pensions

Department of Personnel & Training

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi-110003

Dated: 14.03.2022

OFFICE MEMORANDUM

Subject : Requirement of Data on the sanctioned strength of officers (other than Central Secretariat Services & Central Staffing Scheme) starting from US equivalent and above- reg.

This Division is in receipt of DO letters from Secretaries/Joint Secretaries (Admin) and DS/US (Admin) of Ministries/Department for filling up vacancies in the various grades of CSSS. In order to facilitate proper deployment of CSSS officers/officials for giving stenographical assistance to the senior officers, the detailed information relating sanctioned strength and in-position of the senior officers at various grades starting from US & equivalent and above in all the Ministries/Departments is necessary. The information relating to US Grade & equivalent and above grades of Central Secretariat Services and Central Staffing Scheme is being collected from this Department itself.

2. In respect of sanctioned strength and incumbency status of officers of US level and above other than those of Central Secretariat Services and Central Staffing Scheme and where CSSS Cadre officers are posted, all the Ministries/Departments are requested to please furnish this information as per the following :

Sl No.	Ministry/ Department	US Equivalent		DS Equivalent		Director Equivalent		JS Equivalent		AS Equivalent		Spl. S Equivalent	
		SS	IP	SS	IP	SS	IP	SS	IP	SS	IP	SS	IP

SS: Sanctioned Strength, IP: In position, DS: Deputy Secretary, JS: Joint Secretary, AS: Additional Secretary, Spl. S: Special Secretary

3. The aforesaid information may kindly be sent at socs2a-dopt@nic.in and bhagirathjha.68@gov.in under the heading "Details of officers other than the Central Secretariat Services and Central Staffing Scheme". Providing the soft copy (excelsheet/word) is highly appreciated.

Bhagirath Jha

(Bhagirath Jha),

Under Secretary to the Govt. of India

Tele No. 24654020

To

The Deputy Secretary/ Director (Admin)

All the Cadre Units (through DoP&T's website)