

No.12/08/2022-CS-II(B)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
CS.II(B) Section

3rd Floor, Lok Nayak Bhavan,
New Delhi-110003

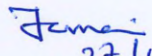
Dated:- 27th October, 2022

OFFICE MEMORANDUM

Subject: Collection of particulars of Senior Secretariat Assistants, Junior Secretariat Assistants and Multi-Tasking Staff in Cadre Units participating in Central Secretariat Clerical Service(CSCS)-reg.

The undersigned is directed say that this Department is in the process of updating the particulars of Senior Secretariat Assistants, Junior Secretariat Assistants and MTS in Cadre Units participating in Central Secretariat Clerical Service (CSCS).

2. All Cadre Units participating in CSCS are requested to furnish the particulars in the prescribed formats as at Annexure, by 7th November, 2022. Soft copy of the particulars may also be emailed to this Department at chowdhury.r13@nic.in and jayashree.c@nic.in in Excel format.


27/10/22
(Jayashree Chellamani)

Under Secretary to the Govt. of India
Tel: 011-24623157

Cadre Authorities of CSCS (Dir/DS/US)
(As per list)

Sr. No.	Communication address
1	US(Admn.), D/o Agriculture, Cooperation & FW, Krishi Bhavan, New Delhi.
2	US(Admn.), M/o Civil Aviation, Rajiv Gandhi Bhavan, New Delhi.
3	US(Admn.), M/o Coal, Shastri Bhavan, New Delhi.
4	US(Admn.), M/o Commerce & Industry, Udyog Bhavan, New Delhi.
5	US(Admn.), M/o Commerce (Supply Division), Nirman Bhavan, New Delhi.
6	US(Admn.), D/o Consumer Affairs, Krishi Bhavan, New Delhi.
7	US(Admn.), M/o Corporate Affairs, Shastri Bhavan, New Delhi.
8	US(Admn.), D/o Culture, Shastri Bhavan, New Delhi.
9	US(Admn.), M/o Defence, 'B' Wing, Sena Bhavan, New Delhi.
10	US(Admn.), DoP&T, North Block, New Delhi.
11	US(Admn.), DPIIT, Udyog Bhavan, New Delhi.
12	US(Admn.), M/o Earth Sciences, Prithvi Bhavan, New Delhi.
13	US(Admn.), D/o Education, Shastri Bhavan, New Delhi.
14	US(Admn.), M/o Env. & Forests, Indira Paryavaran Bhavan, New Delhi.
15	US(Admn.), D/o Expenditure, North Block, New Delhi.
16	US(Admn.), D/o Fertilizers, Shastri Bhavan, New Delhi.
17	US(Admn.), D/o Food & Public Distribution, Krishi Bhavan, New Delhi.
18	US(Admn.), M/o Health & Family Welfare, Nirman Bhavan, New Delhi.
19	US(Admn.), M/o Home Affairs, North Block, New Delhi.
20	US(Admn.), M/o Housing & Urban Affairs, Nirman Bhavan, New Delhi.
21	US(Admn.), M/o Information & Broadcasting, Shastri Bhavan, New Delhi.
22	US (Admn.), M/o Jal Shakti, D/o Water Resources, RD & GR, Shram Shakti Bhavan, New Delhi
23	US (Admn.), M/o Jal Shakti, D/o Drinking Water & Sanitation, 8 th Floor, Pt. Deendayal Antoyadaya Bhawan, CGO Complex, Lodhi Road, New Delhi-3.
24	US(Admn.), M/o Labour, Shram Shakti Bhavan, New Delhi.
25	US(Admn.), D/o Legal Affairs, Shastri Bhavan, New Delhi.
26	US(Admn.), M/o MSME, Udyog Bhavan, New Delhi.
27	US(Admn.), M/o Mines, Shastri Bhavan, New Delhi.
28	US(Admn.) M/o Minority Affairs, CGO Complex, Lodhi Road, New Delhi
29	US(Admn.), NITI Aayog, Yojana Bhavan, Sansad Marg, New Delhi
30	US(Admn.), M/o Petroleum & Natural Gas, Shastri Bhavan, New Delhi
31	ADG (Admn.), D/o Posts, Dak Bhavan, Sansad Marg, New Delhi.
32	US(Admn.), M/o Power, Shram Shakti Bhavan, New Delhi.
33	US(Admn.), M/o Road, Transport & Highways, Transport Bhavan, New Delhi.
34	US(Admn.), M/o Rural Development, Krishi Bhavan, New Delhi.
35	US(Admn.), D/o Science & Technology, Technology Bhavan, New Delhi.
36	US(Admn.), M/o Ports, Shipping & Highways, Transport Bhavan, New Delhi.
37	US (Admn.), M/o Skill Development & Entrepreneurship, Shivaji Stadium Annexe Building, Shaheed Bhagat Singh Marg, New Delhi-110001
38	US(Admn.), M/o Social Justice & Empowerment, Shastri Bhavan, New Delhi.
39	US(Admn.), M/o Steel, Udyog Bhavan, New Delhi.
40	US(Admn.), D/o Telecommunication, Sanchar Bhavan, New Delhi.
41	US(Admn.), UPSC., Dhoolpur House, Shahjahan Road, New Delhi
42	US(Admn.), M/o Women & Child Development, Shastri Bhavan, New Delhi
43	US(Admn.), M/o Youth Affairs & Sports, Shastri Bhavan, New Delhi

Table – I

Details of Senior Secretariat Assistants (CSCS)

Sl.No.	Item					
I	Name of the Cadre Unit					
II	Sanctioned Strength of SSA (CSCS) as on 03.10.2003					
II	No. of posts abolished (year-wise)					
IV	No. of SSAs in position as on 01.11.2022					
V	Particulars of SSAs in position as on 01.11.2022					
Sl.No.	Name of the officer	Date of birth	Category	SL year of SSA	Mode of promotion, whether SQ or DE	Remarks (on deputation, promoted as ASO on ad hoc basis etc. with date)
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Table -2

Details of Junior Secretariat Assistants (CSCS)

Sl.No.	Item					
I	Name of the Cadre Unit					
II	Sanctioned Strength of JSA (CSCS) as on 03.10.2003					
II	No. of posts abolished (year-wise)					
IV	No. of JSAs in position as on 01.11.2022					
V	Particulars of JSAs in position as on 01.11.2022					
Sl.No.	Name of the officer	Date of birth	Category	SL year of JSA	Mode of appointment / promotion, whether DR, SQ or DE	Remarks (on deputation, Ad hoc SSA etc. with date)
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Table -3

Details of MTS in Cadre Units participating in CSCS

Sl. No.	Item						
I	Name of the Cadre Unit						
II	Sanctioned Strength of MTS as 01.11.2022						
III	No. of MTS (erstwhile Group 'D') in position as on 30.04.2010						
IV	No. of MTS recruited from 2014 onwards through Multi-Tasking Staff Examination conducted by SSC.						
V	No. of MTS in position as on 01.11.2022						
	Particulars of MTS in position as on 01.11.2022						
Sl.No.	Name of the officer	Date of birth	Category	Educational Qualification	SL year of MTS	Date of appointment	Remarks (on deputation, promoted as JSA etc. with date)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)