

**Most Immediate**

No. 20/51/2009-CS.II(A) (Pt.)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

Lok Nayak Bhawan, New Delhi - 110 003.

Dated the 23 July 2010

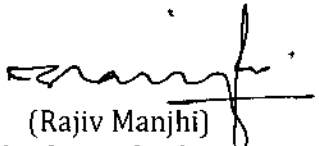
**OFFICE MEMORANDUM**

Subject:- Information regarding number of sanctioned posts of various grades of Gazetted Officers from the level of Under Secretary and equivalent upto the level of Additional Secretary and equivalent - reg

This Deptt. is in the process of centralization of all the grades of Central Secretariat Stenographers' Service (CSSS) for better cadre management. The data regarding number of sanctioned posts of various posts of gazetted officers from the level of Under Secretary and equivalent to that of Additional Secretary and equivalent in respect of all the cadre units participating in Central Secretariat Stenographers' Service (CSSS) is urgently required in the prescribed proforma (Annexure to this OM).

2. The requisite information in the Annexure may please be furnished to this Department urgently latest by 10.08.2010. Also, the information may be furnished in separate sheets in respect of each Ministry/Department/Sub-Cadre Unit.

Encl: As above

  
(Rajiv Manjhi)  
Deputy Secretary to the Govt. of India  
Tel: 24622365

All Cadre Units

**Annexure-I**

**Information in respect of No. of Gazetted Officers from the level of Under Secretary and equivalent to that of Additional Secretary and equivalent who are to be provided Stenographic assistance by members of CSSS as on 1.08.2010**

1. Name of Cadre participating in CSSS:
2. Number of Ministries/Departments/Attached Offices under the Cadre:
3. Name of Cadre Unit: Ministry/Department/Sub-Cadre Unit

S.No.	Name of Post	Pay Band with Grade Pay	Total number of sanctioned posts	
			Permanent	Temporary
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Signature:  
Name:  
Designation:

Note: The information in respect of each Ministry/Department/Sub-Cadre Unit is to be given separate sheets.