

No. 15/1/2014-CS.II(A)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

Lok Nayak Bhawan, New Delhi – 110 003.  
Dated the 29<sup>th</sup> December 2014

ORDER

Subject:-Constitution of a Committee for Cadre Restructuring of the Central Secretariat Stenographers' Service (CSSS).

A Committee for the cadre restructuring of the Central Secretariat Stenographers' Service with the following composition and terms of reference is constituted:

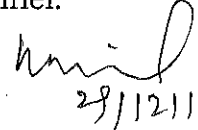
Composition:-

- (i) Establishment Officer & Special Secretary, Department of Personnel & Training : Chairman
- (ii) Joint Secretary (CS), Department of Personnel & Training : Member
- (iii) Joint Secretary (Pers.), Department of Expenditure : Member
- (iv) Director (CS-II), Department of Personnel & Training : Member Secretary

Terms of Reference:-

- (i) To review the structure of CSSS cadre so as to harmonise the functional requirements with the career expectations of its members.
- (ii) To assess the magnitude of stagnation in various grades of CSSS and suggest remedial measures – both short term and long term – to reduce promotional blocks and at the same time prevent gaps from building up.
- (iii) To suggest measures to enhance the effectiveness of service and capacity building of its members.
- (iv) To take into view the suggestions of the stakeholders, viz. participating Ministries, Associations and members of the service for cadre review.
- (v) To review the entitlement of stenographic assistance to various category of officers of Government of India.
- (vi) To examine any issue as referred to it by the cadre controlling authority of CSSS.

2. The secretarial assistance to the Committee would be provided by the CS-II Division.
3. This has the approval of Hon'ble Minister of State for Personnel.

  
29/12/14

(Kameshwar Mishra)

Under Secretary to the Govt. of India

Tel: 24623157

Copy to:-

1. Establishment Officer & Special Secretary, Department of Personnel & Training, Room No. 115-B, North Block, New Delhi.
2. Joint Secretary (CS), Room No. 278-A, Department of Personnel & Training, North Block, New Delhi.
3. Joint Secretary (Pers.), Room No. 39-A, Department of Expenditure, North Block, New Delhi.
4. Director (CS-II), Room No. 348, Lok Nayak Bhawan, Khan Market, New Delhi.
5. Director (CS-I), Room No. 209, Lok Nayak Bhawan, Khan Market, New Delhi for information