

F.No.24/1/2010-CS.I(P)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

Lok Nayak Bhawan, New Delhi
Dated the 31st March, 2011...

Office Order


Hitherto proposals for encadrement of posts in Central Secretariat Service/Central Secretariat Stenographers Service/Central Secretariat Clerical Service, forwarded by cadre units, were being dealt with by various Sections in CS Division of this Department, according to the relevant service/grades handled by them.

2. With a view to streamlining the process of encadrement of posts, it has now been decided that henceforth all proposals for encadrement of newly created/excadre posts in CSS/CSSS/CSCS shall be processed, centrally, in CS.1 (Policy) Section of this Department.



(G. C. Rout)

Under Secretary to the Govt. of India
Tel: 24629413



Copy to:

1. All Ministries/Departments
2. CS.II Division: All the proposals for encadrement in CSSS/CSCS which are under consideration may be forwarded to CS.1(P) with comments.
3. PPS to JS(CS)/Dir (CS.II)/All sections in CS.1 Division

Proforma for encadrement of excadre/newly created posts in Central Secretariat Service

Ministry/ Department _____

S.No.	Name of posts	Pay Band+ Grade Pay	Duties and responsibilities attached to the post; Whether the post has any Recruitment rules? (If yes, attach copy)	The grade into which encadrement is sought; Whether the post is vacant or the likely date of its falling vacant	Sanctioned strength of the grade in cadre unit as per allocation by DOPT after cadre restructuring of 2003 (Refer second Schedule of CSS Rules, 2009)	No. of posts encadred in the grade subsequently i.e. from year 2005 onwards, alongwith details of order	Total sanctioned strength of the grade in cadre unit as on date (f+g)	Number of posts to be encadred now
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)

Dated:

Name & Signature of Under Secretary

Note: Copy of order(s) of creation of post(s) may be enclosed

FORM-3 CS.I(P)**Proforma for encadrement of newly created/ex-cadre posts in Central Secretariat Stenographers' Service**

Ministry/Department _____

S. No	Name of post	Pay Band+ Grade Pay	Duties and responsibilities attached to the post; Whether the post has any Recruitment rules?	The grade into which encadrement is sought; Whether the post is vacant or the likely date of its falling vacant	Sanctioned strength of the grade in cadre unit as per DOPT's OM No.20/51/2009-CS.II(A)(Vol.II) dated 25.2.2011	No. of posts encadred in the grade subsequently, alongwith details	Total sanctioned strength of the grade in cadre unit as on date (f+g)	Number of posts to be encadred now
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)

Dated:

Name & Signature of Under Secretary

Note: Copy of order(s) of creation of post(s) may be enclosed