

No.21/14/2010-CS-I(P)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

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2<sup>nd</sup> Floor, Room No. 209, Lok Nayak Bhawan,  
New Delhi, dated the 11<sup>th</sup> November, 2010

**OFFICE MEMORANDUM**

**Subject : Monthly review Meetings with Cadre Authorities in respect of issues pertaining to Central Secretariat Service (CSS)/ Central Secretariat Stenographers Service (CSSS)/ Central Secretariat Clerical Service (CSCS).**

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In order to strengthen the cadre management of Central Secretariat Services (CSS), Central Secretariat Stenographers Service (CSSS) and Central Secretariat Clerical Service (CSCS) especially of the grades which are managed in a decentralized manner, it has been decided to hold monthly review meetings to review progress on various issues pertaining to these services with the cadre authorities. These review meetings would be held on last Wednesday of the month and would be chaired by JS(AT&A/CS) of this Ministry. Although detailed agenda item for each meeting would be sent in advance of the meeting, following items/ issues would be reviewed in the meetings :

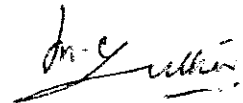
- (i) Status of vacancies of various grades of these services in cadre units and also timely reporting of vacancies to DoPT.
- (ii) Status of updation of the seniority lists and preparation of reservation rosters for various grades.
- (iii) Review of progress of DPCs where zones of promotion have been issued in decentralized grades of the 3 services.
- (iv) Status of compliance with the orders of transfers under the rotational transfer policy or on promotion.

(v) Progress of completion of APARS/ ACRs of officials in these 3 services and also status of disposal of representations received against below benchmark grading, if any.

(vi) Status of request sent by cadre units to DoPT on matters relating to these 3 services.

2. DoPT would separately issue instructions regarding timely submission of information for review of these items for effective monitoring. All cadre authorities are requested to depute an officer not below the rank of Deputy Secretary/ Director handling administration/ establishment matters to attend these review meetings alongwith all relevant details in respect of their cadre units.

3. This issues with the approval of Secretary (P).



(M.C Luther)

Director (CS.I)

Telephone : 24629411

To

All Cadres (Joint Secretary{Admn./Estt.})  
Ministry/Department of  
New Delhi