

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

Lok Nayak Bhawan, New Delhi - 110 003.
Dated the 25th February 2011

OFFICE MEMORANDUM

Subject:- Cadre Review of Central Secretariat Stenographers' Service - allocation of revised cadre strength - reg

The undersigned is directed to refer to this Department's Order of even number dated 27.01.2011 communicating the decisions taken by the Government on Cadre review of Central Secretariat Stenographers' Service. Consequently, the cadre strength of various grades of CSSS stands revised w.e.f. 20.01.2011 as under: -

Sl.No.	Grades	Revised Sanctioned Strength
1	Principal Staff Officer	140
2	Senior Principal Private Secretary	
3	Principal Private Secretary	773
4	Private Secretary	2041
5	Personal Assistant	2524
6	Stenographer Grade 'D'	1282*
	TOTAL	6760

* A number of Ministries/Departments have not undertaken the exercise for optimization of direct recruitment to civilian posts during 2001-2009. Therefore, filling up of these posts in these Ministries/Departments would be subject to clarification of adherence to optimization exercise.

2. The above-mentioned revised Cadre strength has been allocated amongst the participating Cadre Units as indicated in the Annexure to this OM. The allocation has been made in accordance with the following principles:-

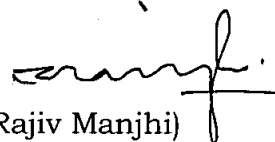
- (i) The total sanctioned strength of CSSS personnel in each Cadre Unit has been kept unchanged, while the sanctioned strength in various grades of CSSS has been revised.
- (ii) 25 newly created posts of Sr. PPS have been allocated to Secretary and equivalent level officer in Ministries/Departments participating in CSSS.

- (iii) 625 newly created posts of PPS have been allocated against Joint Secretaries and equivalent level officers working in different Ministries/Departments participating in CSSS, as far as possible, on functional justification basis.
- (iv) The 400 upgraded posts of PAs to PS grade have been distributed among the Cadre Units by taking into account the percentage of increase of the upgraded posts with reference to the total sanctioned strength of PS grade. Consequently, the number of posts in PA grade has also been reduced.
- (v) The sanctioned strength in the Stenographer Grade 'D' has been reduced to the extent the number of posts allocated in the grades of Sr. PPS and PPS (i.e.650). Accordingly the sanctioned strength of Steno. Grade 'D' has been reduced. Some minor adjustments have also been made in cases where sufficient Stenographer Grade 'D' were not available.
- (vi) Since a number of Ministries/Departments have not undertaken the exercise for optimization of direct recruitment to civilian posts during 2001-2009, filling up of post of Stenographer Grade 'D' in these Ministries/Departments would be subject to clarification of adherence to optimization exercise.

3. The Cadre Units are requested to further distribute the allocated posts amongst their sub-Cadres, wherever applicable, by following the above-mentioned principles.

4. Necessary amendment in the Central Secretariat Stenographers' Service Rules 2010 would be made separately.

Encl: As above



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

To

All Cadre Units of CSSS
(Joint Secretary in-charge of Administration)

Annexure to OM No. No. 20/51/2009-CS.II(A) (Vol. II) dt. 25/02/2011

S.No.	CADRE UNITS (Ministries/Departments)	SANCTIONED STRENGTH					
		Sr. PPS	PPS	PS	PA	Grade 'D'	Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Agriculture & Cooperation	5	40	97	134	82	358
2	Civil Aviation	3	10	17	30	10	70
3	Coal	1	6	11	7	4	29
4	Commerce	3	23	56	68	34	184
5	Consumer Affairs	1	3	9	13	6	32
6	Corporate Affairs	1	7	15	9	4	36
7	Culture	1	6	15	14	6	42
8	Defence	7	31	100	85	60	283
9	Earth Science	1	7	9	14	4	35
10	Environment & Forests	2	23	46	50	17	138
11	Expenditure	14	72	139	173	85	483
12	Fertilizers	4	14	27	51	19	115
13	Food & Public Distribution	1	7	29	34	18	89
14	Health & FW	4	32	81	84	60	261
15	Home Affairs	22	91	197	232	104	646
16	Higher Education	2	16	56	49	33	156
17	Information & Broadcasting	2	22	109	173	120	426
18	Industrial Policy & Promotion	5	20	61	96	48	230
19	Labour	1	13	31	48	30	123
20	Legal Affairs	3	28	68	77	9	185
21	Mines	1	3	12	9	3	28
22	Minority Affairs	1	3	4	6	5	19
23	MSME	1	8	25	40	17	91
24	Personnel & Training	6	14	71	88	69	248
25	Petroleum & Natural Gas	1	8	20	15	2	46
26	Planning Commission	4	31	62	85	41	223
27	Posts	1	18	45	48	17	129
28	Power	3	37	87	145	71	343
29	Road Transport & Highways	2	18	57	84	26	187
30	Rural Development (incl. Panchayati Raj)	4	17	52	55	15	143
31	Science & Technology	3	9	44	96	30	182
32	Social Justice & Emp.	5	13	41	25	22	106
33	Steel	1	5	15	12	4	37
34	Supply	0	8	32	59	35	134
35	Telecom	5	21	51	54	65	196
36	UPSC	11	5	55	61	18	150
37	Urban Development	3	44	91	65	30	233
38	Water Resources	2	30	77	116	46	271
39	Women & Child Development	1	7	16	12	6	42
40	Youth Affairs & Sports	2	3	11	8	7	31
	Total	140	773	2041	2524	1282	6760

[Handwritten Signature]