

**Immediate**

No. 19/3/2013-CS-I (P) Vol.II  
Government of India  
Ministry of Personnel, Public Grievances & Pensions,  
Department of Personnel and Training

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Lok Nayak Bhawan, New Delhi  
Dated: 11<sup>th</sup> September, 2017

**OFFICE MEMORANDUM**

Subject: 3rd Cadre Restructuring of Central Secretariat Service (CSS) – reg.

The undersigned is directed to say that the Government had set up a Committee on Cadre Restructuring of Central Secretariat Service (CSS) in April 2013. The Committee submitted its Report in December 2013. The report of the Committee has been approved by Government.

2. Following decisions have been taken:

i) Creation of posts as under:

(a) **150 posts** in the grade of **Deputy Secretary** in the Central Secretariat-75 posts each for Central Secretariat Service (CSS) and Central Staffing Scheme (CSt.S); As a one-time measure, 75 posts recommended for Central Staffing Scheme may also be filled by CSS officers and these posts would revert to CStS in tranches – 35 and 40 each in consecutive select list period i.e. from, 01.07.2017 to 30.06.2018 and from 01.07.2018 to 30.06.2019.

(b) **232 posts** in the grade of **Under Secretary** in CSS on Desk pattern;

(c) **463 posts** in the grade of **Section Officer** in CSS on Desk pattern.

(ii) These posts recommended to be created represent only a ceiling which is considered sufficient for the next 10 years and would actually be operationalized on receipt of proposals from Departments and on their examination by a Committee of Joint Secretaries of DoPT and Department of Expenditure.

(iii) The posts created at Section Officer and Under Secretary levels are to be operated on Desk Pattern. Operating the posts on Desk Pattern does not require conventional sections and much supporting staff.

3. All Ministries/Departments viz., the cadre units of CSS are requested to send their requirements of the posts in the above mentioned grades with full justification and with the approval of the concerned Minister- in- Charge to this Department positively by **3<sup>rd</sup> October, 2017**.



4. On receipt of the proposal from the Ministries/Departments, the matter will be examined by the Committee comprising of Joint Secretaries of DoPT and Department of Expenditure. Based on the recommendation of the Committee, further action will be taken by this Department for the operationalization/allocation of the posts amongst the Cadre Units.

5. To ensure timely action, the Cadre Units are requested to furnish the requisite information expeditiously and within the stipulated time frame.

*Gyanendra Tripathi*

(G.D. TRIPATHI)

Joint Secretary to the Government of India

Tel: 23094276

11/8/2017

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

Copy to:

1. Director (MM), DoPT, North Block, New Delhi.
2. NIC, DOPT for uploading the above O.M on the website of DOPT