

**No. 10/2/2018-CS.II(B)**

Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

3<sup>rd</sup> Floor, Lok Nayak Bhawan  
Khan Market, New Delhi-110003

Dated: 13<sup>th</sup> June, 2019

**OFFICE MEMORANDUM**

**Subject: Collection of data for revision of CSCS Rules, 1962-reg.**

The undersigned is directed to refer to this Departments OM No. 25/3/2018-CS.II(B) dated 04.06.2018 on the subject mentioned above vide which all the cadre units were requested to furnish data in respect of JSA/SSA as per Annexure-I/II. On the basis of the information furnished by the cadre unit of CSCS, the draft Sanctioned Strength of Junior Secretariat Assistant as on 01.07.2018 and the final Sanctioned Strength of JSA to be achieved has been prepared as given in Annexure-I.

2. All the cadre units are, therefore, requested to check the data of their respective cadre and contact CS.II Division, DoP&T (Tel. No. 24625816) in case of any error or omission latest by 20.06.2019, otherwise it will be treated as final.



(Dinesh)

Under Secretary to the Govt. of India  
Telefax:- 24654020

To,

**Concerned cadre units under CSCS  
(As per Annexure-I)**

**Annexure-I**

**Authorized sanctioned strength of Junior Secretariat Assistant as on 01.07.2018 and final sanctioned strength to be achieved:-**

S. No.	Name of Ministry / Departments	Sanctioned strength of SSA as on 01.07.2018	Sanctioned strength of SSA to be achieved	Shortfall i.e. to be abolished further
1	Agriculture, Coop. & Farmers Welfare	37	37	0
2	Civil Aviation	12	12	0
3	Coal	3	3	0
4	Commerce	32	32	0
5	Commerce (Supply Division)	10	5	5
6	Consumer Affairs	3	3	0
7	Corporate Affairs	4	4	0
8	Culture	8	8	0
9	Defence	35	35	0
10	DoP&T	23	23	0
11	DPIIT	31	23	8
12	Earth Science	9	3	6
13	Environment, Forest and Climate Change	11	11	0
14	Expenditure	55	55	0
15	Fertilizers	8	8	0
16	Food and Public Distribution	12	10	2
17	Health and Family Welfare	36	36	0
18	Higher Education	23	23	0
19	Home Affairs	65	60	5
20	Housing and Urban Affairs	73	73	0
21	Information and Broadcasting	63	63	0
22	Labour and Employment	19	19	0
23	Legal Affairs	9	9	0
24	Micro, Small & Medium Enterprises	5	5	0
25	Mines	5	5	0
26	Petroleum and Natural Gas	11	4	7
27	Posts	12	12	0
28	Power	24	24	0
29	Road Transport and Highways	8	8	0
30	Rural Development	15	8	7
31	Science and Technology	11	11	0
32	Shipping	7	3	4
33	Skill Development & Entrepreneurship	4	3	1
34	Social Justice and Empowerment	10	8	2
35	Steel	5	5	0
36	Telecommunications	19	15	4
37	Union Public Service Commission	79	39	40
38	Water Resources, RD & GR	58	30	28
39	Women and Child Development	4	3	1
40	Youth Affairs and Sports	8	4	4
	<b>Total</b>	<b>866</b>	<b>742</b>	<b>124</b>

## Annexure-II

S. No.	Communication address
1	US (Admn.), D/o Agriculture, Cooperation & FW, Krishi Bhavan, New Delhi.
2	US (Admn.), M/o Civil Aviation, Rajiv Gandhi Bhavan, New Delhi.
3	US (Admn.), M/o Coal, Shastri Bhavan, New Delhi.
4	US (Admn.), M/o Commerce & Industry, Udyog Bhavan, New Delhi.
5	US (Admn.), M/o Commerce( Supply Division), Nirman Bhavan, New Delhi.
6	US (Admn.), D/o Consumer Affairs, Krishi Bhavan, New Delhi.
7	US (Admn.), M/o Corporate Affairs, Shastri Bhavan, New Delhi.
8	US (Admn.), D/o Culture, Shastri Bhavan, New Delhi.
9	US (Admn.), M/o Defence, 'B' Wing, Sena Bhavan, New Delhi.
10	US (Admn.), DoP&T, North Block, New Delhi.
11	US (Admn.), DPIIT, Udyog Bhavan, New Delhi.
12	US (Admn.), M/o Earth Sciences, Prithvi Bhavan, New Delhi.
13	US (Admn.), M/o Env. & Forests, Indira Paryavaran Bhavan, New Delhi.
14	US (Admn.), D/o Expenditure, North Block, New Delhi.
15	US (Admn.), D/o Fertilizers, Shastri Bhavan, New Delhi.
16	US (Admn.), D/o Food & Public Distribution, Krishi Bhavan, New Delhi.
17	US (Admn.), M/o Health & Family Welfare, Nirman Bhavan, New Delhi.
18	US (Admn.), D/o Higher Education, Shastri Bhavan, New Delhi.
19	US (Admn.), M/o Home Affairs, North Block, New Delhi.
20	US (Admn.), M/o Housing & Urban Affairs, Nirman Bhavan, New Delhi.
21	US (Admn.), M/o Information & Broadcasting, Shastri Bhavan, New Delhi.
22	US (Admn.), M/o Labour, Shram Shakti Bhavan, New Delhi.
23	US (Admn.), D/o Legal Affairs, Shastri Bhavan, New Delhi.
24	US (Admn.), M/o MSME, Udyog Bhavan, New Delhi.
25	US (Admn.), M/o Mines, Shastri Bhavan, New Delhi.
26	US (Admn.), M/o Petroleum & Natural Gas, Shastri Bhavan, New Delhi.
27	ADG (Admn.), D/o Posts, Dak Bhavan, Sansad Marg, New Delhi.
28	US (Admn.), M/o Power, Shram Shakti Bhavan, New Delhi.
29	US (Admn.), M/o Road, Transport & Highways, Transport Bhavan, New Delhi.
30	US (Admn.), M/o Rural Development, Krishi Bhavan, New Delhi.
31	US (Admn.), D/o Science & Technology, Technology Bhavan, New Delhi.
32	US (Admn.), M/o Shipping, Transport Bhavan, New Delhi.
33	US(Admn.), M/o Skill Development & Entrepreneurship, Shivaji Stadium Annexe Building, Shaheed Bhagat Singh Marg, New Delhi-110001
34	US (Admn.), M/o Social Justice & Empowerment, Shastri Bhavan, New Delhi.
35	US (Admn.), M/o Steel, Udyog Bhavan, New Delhi.
36	US (Admn.), D/o Telecommunication, Sanchar Bhavan, New Delhi.
37	US (Admn.), UPSC., Dhoolpur House, Shahjahan Road, New Delhi
38	US (Admn.), M/o Water Resources, RD & GR, Shram Shakti Bhavan, New Delhi
39	US (Admn.), M/o Women & Child Development, Shastri Bhavan, New Delhi
40	US (Admn.), M/o Youth Affairs & Sports, Shastri Bhavan, New Delhi