

F.No.24/1/2011-CS.1(P)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

Dated the 2nd May, 2012.

Office Memorandum

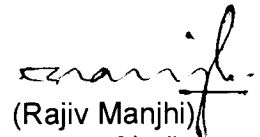
Subject: Encadrement of posts into Central Secretariat Service/ Central Secretariat Stenographers' Service/ Central Secretariat Clerical Service – policy reg.

The undersigned is directed to invite attention to this Department's OM No.21/7/2007-CS.I (Desk) dated 1.2.2010 (copy enclosed) on the captioned subject wherein it was stated that only the posts in the Ministries/Departments and participating attached and subordinate offices which are created with the approval of either the Cabinet or the Department of Expenditure would be encadred into CSS, CSSS or CSCS, as the case may be.

2. From the proposals forwarded by the participating Ministries, it has been observed that some Ministries have created posts in the grades where there are already a large number of vacancies. In some cases the tenure of the proposed posts is not long enough by which the recruitment process can be completed to fill up the post. Due to this, there is unavoidable delay in the encadrement and filling up such posts. It has also been observed that on some occasions the Ministries have upgraded or abolished the cadre posts of CSS/CSSS/CSCS without the consent of CS Division to make the matching saving for creating other posts. Such upgradation/abolition of cadre posts by participating Ministries is not in accordance with the relevant Rules as only the Department of Personnel & Training has the authority vested in it for modifying the cadre strength of these services.

3. The participating Ministries are therefore requested that CS Division may invariably be consulted prior to creation of posts, if encadrement in CSS/CSSS/CSCS is envisaged. Also, no proposal be initiated for upgradation or abolition of cadre post of CSS/CSSS/CSCS without the consent of CS Division. If allocation of posts by DOPT in any grade of the participating Ministry is in addition to its requirement, such posts may be intimated to DOPT which can be allocated to other Ministries. It is also informed that there is no provision in relevant Rules for permanent exclusion of any cadre post from the cadre of CSS/CSSS/CSCS and therefore none of the cadre post can be converted to or filled up by any service other than CSS/CSSS/CSCS.

4. Ministry of Finance etc. are requested to keep in view the aforesaid instructions while approving the creation of posts. In the sanction order for creation of posts, the mode of filling up the posts i.e by encadrement into CSS/CSSS/CSCS may be clearly specified to enable quick processing of the matter.


(Rajiv Manjhi)

Deputy Secretary to the Government of India

To,
Ministry of Finance/ All participating Ministries etc. of CSS/CSSS/CSCS.

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No.21/7/2007-CS.I(Desk)
Government of India
Ministry of Personnel, PG & Pensions
Department of Personnel & Training
CS.I Division

Lok Nayak Bhavan, New Delhi
Dated the 1st February, 2010

2 FEB 2010

OFFICE MEMORANDUM

Subject : Encadrement of posts into CSS/CSSS/CSCS – policy decision regarding.

The undersigned is directed to say that till October, 2008, various ex-cadre posts in different Ministries/Departments and their participating attached and subordinate offices were encadred in CSS/CSSS/CSCS as the case may be on the request of various Ministries/Departments. However, such encadrement was held in abeyance since October, 2008.

2. It has now been decided with the approval of Competent Authority that only the posts in the Ministries/Departments and participating attached and subordinate offices which are created with the approval of either the Cabinet or the Department of Expenditure, depending on the level of the posts, may be encadred to CSS, CSSS and CSCS as the case may be. Posts in other organisations such autonomous/statutory institutions may continue to be filled on deputation as hitherto.

3. The proposals for encadrement received from time to time from different Ministries from October, 2008 till date which had earlier been returned to the respective Ministries/Departments pertaining to posts in the Ministries/Departments and their participating attached/subordinate offices may again be referred to CS.I (for CSS) or CS.II Division for (CSSS and CSCS) as the case may be, for further necessary action.

M.C. Luther
(M.C.Luther)

Deputy Secretary to the Govt. of India

Dept. of Personnel, PG & Pensions
Te.No.24629411
प्रति और विभिन्न अख्यत
Principal Personnel Section
2 FEB 2010
जारी किया/ISSUED
हस्ताक्षर/Sig.


Joint Secretary(Admn.) of all the Ministries/Departments
(As per list attached)

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Copy to :-

1. JS(Pers.), Department of Expenditure, North Block, New Delhi with the request that while approving proposals for creation of posts in Ministries/Departments or their participating attached and subordinate offices, the mode of filling up of the posts may be specified especially at the level of DS/Director i.e. whether to be filled under Central Staffing Scheme or by encadrement into Central Secretariat Service. A copy of the approval of the Competent Authority in this regard is attached.
2. Director(E.II), Establishment Division, DOPT with the request that while furnishing comments/advice on proposals for creation of posts in Ministries/Departments or their participating attached and subordinate offices, specific comments may be offered on the mode of filling up of the posts especially at the level of DS/Director i.e. whether to be filled under Central Staffing Scheme or by encadrement into Central Secretariat Service.


— (M.C.Luther)

Deputy Secretary to the Govt. of India