

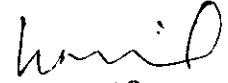
No. 25/31/2012-CS-II(A)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

Lok Nayak Bhawan, New Delhi -110 003.  
Dated the 12<sup>th</sup> October, 2012.

OFFICE MEMORANDUM

Subject: - Meeting with cadre units to discuss various related to CSSS/ CSCS-reg.

The undersigned is directed to circulate herewith the minutes of the meeting taken by Director (CS-II) on 5<sup>th</sup> October, 2012 with the cadre units regarding various issues pertaining to CSSS and CSCS for information and necessary follow up action.



12/10/12

(Kameshwar Mishra)

Under Secretary to the Govt. of India

Tel: 24623157

To

- (i) All Cadre Units of CSSS/CSCS.
- (ii) PPS to Director (CS-II), DoP&T, Lok Nayak Bhawan, Khan Market, New Delhi. *for information.*
- (iii) PS to JS (AT&A), DoP&T, North Block, New Delhi. *for information.*
- (iv) SOs, CS-II(A)/(B)/(C), DoP&T, CS-II Division, Lok Nayak Bhawan, Khan Market New Delhi.

**MINUTES OF THE MEETING TAKEN BY DIRECTOR (CS-II) ON 05<sup>th</sup> OCTOBER, 2012 AT 2:30 PM AT CONFERENCE ROOM, 2<sup>nd</sup> FLOOR, LOK NAYAK BHAVAN, KHAN MARKET, NEW DELHI.**

A meeting was taken by Shri Rajiv Manjhi, Director (CS-II) on 5<sup>th</sup> October, 2012 with the DSs/USs in charge of Administration in the Cadre Units concerning various issues pertaining to CSSS and CSCS.

2. As circulated, following agenda items were discussed and deliberated upon in the meeting :

- i) Effective utilisation of services of CSSS personnel.
- ii) Expediting the DPC meeting for the PS & PA grade of CSSS in respect of the extended zone for the Select List Year 2010.
- iii) Centralization of the Grade of PS/PA/Steno D of CSSS.
- iv) Information regarding list of debarred candidates – UDC grade SLY 2003 extended.
- v) ACR/Vigilance clearance etc for the Select List year 2012 - PPS grade of CSSS.
- vi) Any other issue to be raised with the permission of the Chair.

3. (i) **EFFECTIVE UTILISATION OF SERVICES OF CSSS PERSONNEL :**

Initiating the discussion, Director (CS-II) took up the issue regarding effective utilisation of services of CSSS personnel across the grades. On this, many Cadre Units pointed out that services of Stenographers of Hindi medium are not being adequately utilised for some reason or the other. Many Cadre Units pointed out that officials with Hindi medium may be suitably motivated and trained to do English typing so that their medium should ~~not~~ become obstacle in posting them with officials where work is done in English. Following suggestions were made by the various Cadre Units on the issue:

- i) Introduction of some scheme which may have monetary component like granting of advance increments to Hindi Stenographers to become bilingual in typing.
- ii) Proportionate distribution of Hindi and English Stenographers to a Cadre unit.
- iii) Posting of one Hindi Stenographer with the officers of/above the rank of Joint Secretary.

- iv) Suitable changes in the Recruitment Rules may be made for recruitment of Grade 'D' Stenographers with desirable knowledge of bilingual typing.
- v) To organise Special Training programme in ISTM for all the newly recruited Hindi Stenographers to learn English typing.

Apart from the above, some of the Cadre Units also raised the issue of posting of PSO/Sr.PPS of CSSS with senior officers in the cadre. In this connection, some of the Cadre Units intimated that sometimes a peculiar situation arises when the senior officers do not want a PSO/Sr.PPS and express their desire in favour of a junior official. It then becomes very difficult on the part of the Cadre Units to post these PSO/Sr.PPS in the Ministry as no other officer of equivalent rank is available. In this situation, the issue of writing of the APARs etc. of the concerned official becomes contentious. Director (CS-II) was of the opinion that in such cases, Cadre Units may get in touch with the CS-II Division and forward the names of such officers to this Division, which would then explore the possibility of posting them to some other Ministries/Department where vacancies in the grade are available and some other officers/officials in the grade of PS/PA could to be provided.

(ii) **EXPEDITING THE DPC MEETING FOR THE PS & PA GRADE OF CSSS IN RESPECT OF THE EXTENDED ZONE FOR THE SELECT LIST YEAR 2010.**

Director (CS-II) pointed out that DPC recommendations in the PS grade of CSSS had not been received from 10 Cadre Units and in the grade of PA from 8 Cadre Units despite reminders. The concerned Cadre Units were advised to expedite the DPC recommendations for the eligible PAs and Steno. Grade 'D' in the extended zone for the Select List year of 2010 and submit the same to this Division immediately. Some of the Cadre Units like MHA, Urban Development stated that they were yet to receive the information from their sub-cadre units. However, generally all the Cadre Units assured that the information would be sent within a week.

(iii) **CENTRALIZATION OF THE GRADE OF PS/PA/STENO D OF CSSS.**

Cadre Units were informed that CS-II Division is in the process of centralization of the grades of PS/PA/Steno 'D' of CSSS. Cooperation of the Cadre Units was sought to implement this transition as smoothly and quickly as possible. In this regard Cadre Units were directed to expedite the information sought by this Division vide OM No.5/8/2012-CS-II(C) dated 27.09.2012 with regard to reservation roster related matters etc.

(iv) **INFORMATION REGARDING LIST OF DEBARRED CANDIDATES – UDC GRADE SLY 2003 EXTENDED.**

It was pointed out by Under Secretary (CS-II) that 30 Cadre Units were yet to provide the information in respect of officials who were debarred for promotion to the grade of UDC for the SLY 2004, 2005, 2006 and 2007. The information regarding sanctioned strength, incumbency and vacancy in the grade of LDC and UDC was awaited from the Cadre Units of Civil Aviation, Expenditure and Minority Affairs and HRD. As regards the information with respect to the amendment in Recruitment Rules for the post of LDC, the requisite information regarding the age and educational profile of the LDCs in position was awaited from 22 Cadre Units. The concerned Cadre Units were requested to expedite the necessary information.

(v) **ACR/VIGILANCE CLEARANCE ETC FOR THE SELECT LIST YEAR 2012 - PPS GRADE OF CSSS.**

The Cadre Units were informed that the panel of PPS for Select List Year 2012 was under preparation and the details viz. complete APAR upto 2010-11, latest vigilance clearance, penalty certificate for the last 10 years etc. in respect of the eligible PSs were being sought vide this Division's OM No. 5/26/2010-CS.II(A) dated 5<sup>th</sup> October, 2012. The OM had been issued and uploaded on the website of the DoPT and the same was also circulated among the Cadre Units during the meeting. The Cadre Units were requested to furnish the information expeditiously.

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**MEETING TAKEN BY DIRECTOR (CS-II) ON 05<sup>TH</sup> OCTOBER,  
2012 AT 2:30 PM AT CONFERENCE ROOM, 2<sup>ND</sup> FLOOR, LOK  
NAYAK BHAVAN, KHAN MARKET, NEW DELHI.**

1	Shri Rajiv Manjhi	Director (CS-II)	In Chair
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**CS-II Division was represented by**

1	Shri Kameshwar Mishra	Under Secretary	
2	Shri KG Suresh Kumar	SO (CS-II(A))	
3	Shri IP Kale	SO (CS-II(B))	
4	Shri Jatinder Singh	SO (CS-II(C))	
5	Shri Muthukrishnan	Assistant	

**Cadre Units were represented by**

S.No.	Cadre Units	Name of the officer	Designation
1	Agri & Coop	<b>Absent</b>	
2	Civil Aviation	<b>Absent</b>	
3	Coal	Anand Prakash	US
4	Commerce	Abhay Jain	US
5	Consumer Affairs	MA Chaudhury	US
6	Corporate Affairs	Ashutosh Anand	SO
7	Culture	BL Meena	US
8	Defence	K Murali	US
9	DOP&T	Vijay Kaushik	SO
10	Earth Science	Kailash Chand	US
11	Env & Forests	MK Rai	US
12	Expenditure	RSR Murthy	US
13	Fertilizers	Sowmendra Chanda	US
14	Food & PD	Arun K Singh	US
15	Health & FW	Anil Kumar	US
16	Home Affairs	Suresh Kodnani	SO
17	HRD	<b>Absent</b>	
18	I&B	<b>Absent</b>	
19	IP&P	Lalit K Sharma	US
20	Labour	<b>Absent</b>	
21	Legal Affairs	<b>Absent</b>	
22	Mines	<b>Absent</b>	
23	Minority Affairs	<b>Absent</b>	
24	MSME	L Haokip	DS
25	Petroleum & NG	<b>Absent</b>	
26	Planning Commission	<b>Gulveena Badhan</b>	US
27	Posts	<b>Absent</b>	
28	Power	<b>Absent</b>	
29	RTH	RS Kushwaha	SO
30	Rural Dev.	PK Kunhiraman	SO
31	S&T	<b>Absent</b>	

32	Shipping	<b>Absent</b>	
33	SJ&E	Not signed but present	US
34	Steel	<b>Absent</b>	
35	Supply	Sanjoy Shankar	US
36	Telecom	Surendra Thakur	SO
37	Tribal Affairs	<b>Absent</b>	
38	UPSC	Neeraj Sachdeva	US
39	Urban Dev.	Anupam Pandey	SO
40	Water Res.	LP Sharma	US
41	Women & CD	<b>Absent</b>	
42	Youth Aff. & Sports	<b>Absent</b>	
43	Disinvestment	Ashish Kumar	US
44	Defence	KK Oberoi	SO
45	Revenue	Renuka Nambiar	US
46	Expenditure	SR Pillai	Asstt