F.No.24/1/2010-CS.1(P)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

Office Order

Hitherto proposals for encadrement of posts in Central Secretariat Service/Central Secretariat Stenographers Service/Central Secretariat Clerical Service, forwarded by cadre units, were being dealt with by various Sections in CS Division of this Department, according to the relevant service/grades handled by them.

2. With a view to streamlining the process of encadrement of posts, it has now been decided that henceforth all proposals for encadrement of newly created/excadre posts in CSS/CSSS/CSCS shall be processed, centrally, in CS.1 (Policy) Section of this Department.

(G. C. Rout)
Under Secretary to the Govt. of India
Tel: 24629413

Copy to:

1. All Ministries/Departments
2. CS.II Division: All the proposals for encadrement in CSSS/CSCS which are under consideration may be forwarded to CS.1(P) with comments.
3. PPS to JS(CS)/Dir (CS.II)/All sections in CS.1 Division
Proforma for encadrement of excadre/newly created posts in Central Secretariat Service

Ministry/ Department

| S.No. | Name of posts | Pay Band+ Grade Pay | Duties and responsibilities attached to the post; Whether the post has any Recruitment rules? (If yes, attach copy) | The grade into which encadrement is sought; Whether the post is vacant or the likely date of its falling vacant | Sanctioned strength of the grade in cadre unit as per allocation by DOPT after cadre restructuring of 2003 (Refer second Schedule of CSS Rules, 2009) | No. of posts encadred in the grade subsequently i.e. from year 2005 onwards, alongwith details of order | Total sanctioned strength of the grade in cadre unit as on date (f+g) | Number of posts to be encadred now |
|-------|---------------|---------------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| (a)   | (b)           | (c)                 | (d)                                                                                           | (e)                                                                                           | (f)                                                                                                             | (g)                                                                                           | (h)                                                                                           | (i)                                                                                           |
|       |               |                     |                                                                                               |                                                                                               |                                                                                                                 |                                                                                                 |                                                                                                 |                                                                                                 |                                                                                                 |

Dated:                                                                                                                                   Name & Signature of Under Secretary

Note: Copy of order(s) of creation of post(s) may be enclosed
Proforma for encadrement of newly created/ex-cadre posts in Central Secretariat Stenographers’ Service

Ministry/Department

<table>
<thead>
<tr>
<th>S. No</th>
<th>Name of post</th>
<th>Pay Band+ Grade Pay</th>
<th>Duties and responsibilities attached to the post; Whether the post has any Recruitment rules?</th>
<th>The grade into which encadrement is sought; Whether the post is vacant or the likely date of its falling vacant</th>
<th>Sanctioned strength of the grade in cadre unit as per DOPT’s OM No.20/51/2009-CS.II(A)(Vol.II) dated 25.2.2011</th>
<th>No. of posts encadred in the grade subsequently, alongwith details</th>
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