ORDER

Subject:-Constitution of a Committee for Cadre Restructuring of the Central Secretariat Stenographers’ Service (CSSS).

A Committee for the cadre restructuring of the Central Secretariat Stenographers’ Service with the following composition and terms of reference is constituted:

Composition:-

(i) Establishment Officer & Special Secretary, : Chairman Department of Personnel & Training

(ii) Joint Secretary (CS), Department of Personnel & Training : Member

(iii) Joint Secretary (Pers.), Department of Expenditure : Member

(iv) Director (CS-II), Department of Personnel & Training : Member Secretary

Terms of Reference:-

(i) To review the structure of CSSS cadre so as to harmonise the functional requirements with the career expectations of its members.

(ii) To assess the magnitude of stagnation in various grades of CSSS and suggest remedial measures – both short term and long term – to reduce promotional blocks and at the same time prevent gaps from building up.

(iii) To suggest measures to enhance the effectiveness of service and capacity building of its members.

(iv) To take into view the suggestions of the stakeholders, viz. participating Ministries, Associations and members of the service for cadre review.

(v) To review the entitlement of stenographic assistance to various category of officers of Government of India.

(vi) To examine any issue as referred to it by the cadre controlling authority of CSSS.
2. The secretarial assistance to the Committee would be provided by the CS-II Division.

3. This has the approval of Hon'ble Minister of State for Personnel.

(Kameshwar Mishra)
Under Secretary to the Govt. of India
Tel: 24623157

Copy to:-

1. Establishment Officer & Special Secretary, Department of Personnel & Training, Room No. 115-B, North Block, New Delhi.

2. Joint Secretary (CS), Room No. 278-A, Department of Personnel & Training, North Block, New Delhi.

3. Joint Secretary (Pers.), Room No. 39-A, Department of Expenditure, North Block, New Delhi.

4. Director (CS-II), Room No. 348, Lok Nayak Bhawan, Khan Market, New Delhi.

5. Director (CS-I), Room No. 209, Lok Nayak Bhawan, Khan Market, New Delhi for information