

**Reminder-I**  
**Immediate**

No. 15/1/2014-CS.II(A)  
Government of India  
Ministry of Personnel, Public Grievances and Pension  
Department of Personnel and Training

3<sup>rd</sup> Floor, Lok Nayak Bhavan,  
Khan Market, New Delhi-110003  
Dated 25<sup>th</sup> October, 2017

**OFFICE MEMORANDUM**

**Subject:- 3<sup>rd</sup> Cadre review of Central Secretariat Stenographers' Service (CSSS) -collection of information regarding.**

The undersigned is directed to refer to this Department's OM of even number dated 12<sup>th</sup> September, 2017 on the subject mentioned above vide which the all the cadre units of CSSS were requested to send the desired requirement of posts in each grade of CSSS with full justification, facts, figures and calculations based on the recommendations of the Cadre Restructuring Committee on revised entitlement of personal staff in the offices of the entitled officers in the Ministries/Departments (copy enclosed) with the approval of the concerned Minister in charge to this Department latest by October 15, 2017.

2. Only a few cadre units have sent the requisite information to this Department. The concerned cadre units are once again requested to send the aforesaid information to this Department immediately latest by **October 31, 2017.**

3. In case proposals are not received by the due date, it will be presumed that there is no specific requirement of a particular cadre unit and decision will be taken by this Department accordingly.

*Pradeep*  
(Pradeep A.)

Under Secretary to the Government of India

Tel: 24623157

To

**All Cadre Units of CSSS**

48 Cadres.

25 OCT 2017  
Receipt & Issued Section  
जारी किया / ISSUED

*Olc*



Sl. No.	Category of Officers	Existing Entitlement	Revised Entitlement
1	Secretary/Spl. Secretary & Equivalent rank	PSO/Sr. PPS -1	PSO/Sr. PPS -1
			PPS - 1
			PS - 1
		PA - 1	PA - 1
2	Addl Secy & Equivalent rank	PSO/Sr. PPS -1	PSO/Sr. PPS -1
			PPS - 1
		PA - 1	PA - 1
3	Joint Secretary & Equivalent	PPS / PS -1	PPS -1
			PS - 1
			Steno Gr. D - 1
4	Director/ Dy.Secy & Equivalent: in Ministries/ Department	PS - 1	PS - 1
5	In other participating/attached offices of CSSS	PA - 1	PS - 1
6	Under Secretary & Equivalent: in Ministries/ Departments	PA - 1	PA/Steno Gr. 'D' - 1
7	Under Secretary in other participating/attached offices of CSSS.	PA / Steno Gr, D - 1	PA / Steno Gr D - 1
8	Desk Officer / Section Officers	Steno Gr. D - 1	Steno Gr. D - 1