

ACKNOWLEDGEMENT

This Committee would like to place on record its thanks for the help rendered by the C, S Division, Associations and Representatives of the CSS, and the various Cadre Controlling Authorities for making this R

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CHAPTER 1

INTRODUCTION

1.1 Pursuant to the recommendations made by the Parliamentary Standing Committee of Ministry of Home Affairs, the Ministry of Personnel, Public Grievances and Pensions decided to constitute a Committee of Senior Officers for cadre-restructuring of the Central Secretariat Service (CSS). The Order No.21/6/98-CS.I dated 28.2.2001, outlining the terms of reference for the Committee as well as its composition may be seen at Annexure-I.

1.2 A number of changes took place in the composition of the Committee. The Chairman and two other members of the Committee were changed due to completion of deputation/long term training thereby upsetting the continuity of deliberations by the Committee. Consequently, the term of the Committee had to be extended initially up to November, 2001 and thereafter to February, 2002. The Committee was also given additional terms of reference, vide DOP&T order No.21/6/98-CS.I, dated 12.12.2001 placed at Annexure-II. To maintain continuity of deliberations it was, further decided that the Committee as now existing should continue unchanged and submit its report by February, 2002.

1.3 The Committee addressed the various associations of the CSS calling for their suggestions and also gave them an opportunity to present their views. It was noted that there has been discontent among the members of the CSS about the prevailing stagnation in the service. They have been demanding better career-progression, though different components of the CSS have their specific aspirations which would need to be addressed in an integrated manner in any attempt at restructuring of this service.

1.4 The Committee noted with concern that up-to date, precise and accurate data pertaining to the CSS is not maintained centrally at one place. As a result, despite concerted efforts, only tentative/ approximate data relating to CSS could

be obtained. The Committee had no Option but to make **do with available** data for analysis and for making relevant recommendations **in the Report.**

1.5 The Committee circulated a questionnaire to all cadre controlling authorities of the CSS. it is observed from the responses that there is very conspicuous divergence of views on various issues listed in the questionnaire.

1.6 The Committee had, therefore, to reconcile the conflicting expectations of different groups and cadres of the service in this scenario. The recommendations that have now emerged from the deliberations of the Committee have been made with a view to alleviate some of the major grievances of the members of the CSS consistent with the overall administrative, organisational and financial concerns of the Government.

CHAPTER 2

COMPOSITION/STRUCTURE OF CENTRAL SECRETARIAT SERVICE

2.1. The CSS is governed by the Statutory CSS Rules, 1962. At present, four grades are prescribed in the CSS viz., Assistant, Section Officer Grade-I (Under Secretary) and Selection Grade (Deputy Secretary). The mode of recruitment to these grades is described in the Table (1) below:

Table 1 : Composition/Structure of the CSS

Grade/ Post	Classifica- tion and pay scale #	Mode of Recruitment	Quota pres- cribed	Feeder grade for promotion	Eligibility Service for promo- tion to next higher grade	Strength Of CSS Officers as on 1.1.2001
Selection Grade (Deputy Secretary)	Group 'A' Rs.12000- 16500	By promotion	100%\$	Grade I of CSS	5 years	54
Grade I (Under Secretary)	Group 'A' Rs.10000- 15200	By promotion	100%Q	S.O.s of CSS	8 years	768 including D in situ
Section Officer Grade	Group 'B' - Gazetted Rs.6500- 10500	(a) Seniority (b) LDCE	40% 40%	(a) Asstts' of CSS (b) Assts of CSS & Stenos Grade 'C' of CSSS	8 years 5 years	2362 (including US in situ.
		(c) Direct Recruitment	20%	(c) Civil Services Exam of U SC		
Assistant Grade	Group 'B' Non- gazetted Rs.5500- 9000	(a) Direct Recruitment (b) B promotion	50%	(a) All India Competitive Exam of CSS (b) UDCs of CSSS	5 years	4904

(//) Pa' scales are as per Fifth Central Pay Commission.

Source - Statistical Profile of the Central

(As on

(S) As per provisions of para n-5(ii) of DOP&T O.M.No.36/77/94-EO(SM-I) dated 6.1.96 to the extent of cadre posts.

2.2 Recruitment and promotion to various grades is governed by the CSS Rules, 1962 supplemented by the CSS Regulations.

2.3 The grades of Assistant and Section Officer are decentralised in 33 cadres. For the other two grades viz., Grade-i and Selection Grade, DOP&T O.M.No.36/77/94-EO(SM-1) dated 5.1.96 {para-5(ii)} prescribes that in so far as the officers from the Central Secretariat Services (CSS) are concerned, a specified number of posts at the levels of Under Secretary and Deputy Secretary will be treated as part of their-Cadre and posts over and above these will be filled up under the Central Staffing Scheme. The para 5(i) of the same DOP&T O.M., while discussing the scope of the Central Staffing Scheme states that all posts of the rank of US and above in the Government of India may be filled on tenure deputation from the All India Services and the participating Group 'A' services of the Central Government, excluding such posts of Under Secretary and Deputy Secretary as are filled by CSS officers."

2.4 The Grade-I (US) and Selection Grade (DS) posts held by CSS Officers, are treated as part of CSS cadre. The remaining posts of Under Secretary and above in the Central Secretariat are filled by drawing officers from different Services under the Central Staffing Scheme without any definite quota for any Service. The CSS Officers are also eligible for empanelment promotion against the grades of Director, Joint Secretary and above under Central Staffing Scheme though the tenure policy under Central Staffing Scheme is not applicable to the officers of CSS. Thus it can be seen that it has been the consistent policy to have officers of different services to man administrative posts at various levels from diverse services so as to get necessarily inputs for planning, formulation of policy and implementation.

2.5 While important structural changes have been made in the Secretariat Service several times since 1319, one common thread running through all the stages of its evolution has been the role of the service in ensuring continuity of administration in the Central Secretariat in the task of what, in common parlance, is coined 'Secretariat Administration and Housekeeping'. This continuity is made possible through a strong permanent bureaucratic set up at the lower and middle levels of the Government. Thus the, officers of this Service

act as a bridge between the past and present and between the lower and top management of the Central Government. The professional skills in writing/drafting and in interpretation of rules and regulations of the members of Central Secretariat Service are well recognised. As a matter of fact, they facilitate maintaining the vital line, between the Parliament and the Secretariat, especially when it comes to handling Parliament questions, Assurances, Government's Bills etc. The litigation work of the Central Government is also largely handled by the officers of the Central Secretariat Service. Performance in these areas requires specialisation, and officers of this service, by virtue of their historical role and experience, have become well-versed in these fields.

2.6 Due to prolonged litigation in Hon'ble Supreme Court and the CAT for about 14 years over *inter se* seniority of Direct Recruit and Promotee Section Officers, no panel of Under Secretary could be finalised after 1986. In fact, the regular panels of Under Secretary for three years (from 1984 to 1986) were quashed by the Hon'ble CAT and had to be redone. Panels of these three years as well as panels for 1987 and 1986 were prepared and issued only in 2000 based on the Common Seniority List (CSL) of Section Officers issued on 3.12.1997. Similarly, regular panels of Under Secretary for the years '1989 and 1990 were issued by the DOP&T only in July, 2001. Panels for the years 1991 to 1994 are now said to be in an advanced stage of preparation. The protracted litigation and attendant uncertainties have resulted in serious distortions in the service.

2.7 With a view to remove stagnation, 353 Under Secretaries were given the benefit of *in situ* upgradation to the level of Deputy Secretary during 1998-2001. Similarly, about 915 Section Officers have been given *in situ* up-gradation to the level of Under Secretary during 1998/1999. The concept of *in situ* promotion to the Grade-I (US) and Selection Grade (DS) is a special benefit that has not been extended on such a large scale to any other service of the Central Government.

2.8 At Director's level, a Suitability List of CSS Officers is prepared annually. Deputy Secretaries with at least 5 years of service in the Selection Grade of CSS (i.e. at the level of Deputy Secretary) are eligible to be considered for

appointment to the post of Director. An officer included in this Suitability List is appointed as Director if his name is in circulation for one year or the panel of subsequent year has been prepared (whichever is later). If such an officer is due to retire within a period of 1 year, the post held by him is upgraded as personal to him or her.

2.9 CSS officers with 8 years of service in the Selection Grade (Deputy Secretary) are eligible to be considered for promotion as Joint Secretary under the Central Staffing Scheme, provided they have been assessed suitable for the post of Director for a minimum continuous period of three years. Such officers get mandatory upgradation as JS on in-situ basis if they have less than two years of service before superannuation.

2.10 Presently, a CSS Officer becomes eligible for empanelment as Additional Secretary if he has put in 20 years of service in Group 'A' with at least 7 years residency in the Joint Secretary suitability list. This, in fact, means that a Deputy Secretary in the CSS with 15 years of service in the Selection Grade can become eligible for empanelment to the post of Additional Secretary without actually serving as Joint Secretary. This is a distinct improvement over the earlier provision wherein a CSS officer became eligible for inclusion in the suitability list of Additional Secretary only if he had put in three years of service in the grade of Rs.18,400-22,400. The corresponding eligibility criteria for officers of All India and Group 'A' Central Services is 25 years of service in Group 'A' with at least 7 years service in the scale of Rs.18,400-22,400 in the parent cadre.

2.11 CSS Officers have been accorded certain pay fixation benefits on promotion from the post of Grade-I (US) to Selection Grade (DS) and from Assistant to SO. The advantages of stable living conditions, facilities for better education, housing, health and economic security arising from continued posting in Delhi are some of the positive aspects of the CSS as compared to other Services.

CHAPTER 3

FINDINGS AND RECOMMENDATIONS

3.1 Terms of Reference

3.1.1 The Committee was assigned the following Terms of Reference (ToR):

~~To assess the magnitude of stagnation in the grade of Assistant of CSS and to suggest remedial measures.~~

- (ii) To assess the magnitude of stagnation in the grade of Section officer, Under Secretary, Deputy Secretary and Director of CSS vis-a-vis similarly recruited/placed officers of other services, and recommend measures to remove stagnation.

To review the structure of CSS keeping in view various recommendations and demands of the CSS Association.

- 3.1.2 After constitution of the Committee, the Competent Authority directed that the Committee should also examine the issue of *inter se* seniority of direct recruit and promotee Section Officers of CSS, as contained in the CSL as also the retrospective applicability of the DOP&T O.M. No.18011/1 /86/Estt. (D), dated 28.3.88.

	3.1.3. In pursuance to the order dated 12.09.01, the Hon'ble CAT, Principal
	Bench, in O.A. No.197/1997, the demand of Section Officers of CSS regarding upgradation of pay scale has also been referred to the Committee for consideration,
	3.2 Present Position
	3.2.1 In order to assess the magnitude of stagnation in the CSS, the Committee attempted a comparison of the CSS with similarly placed services,

namely Railway Board Secretariat Service (RBSS) Group B and Armed Forces Headquarters Civil Services (AFHQCS) Group B. The cadre structure of these services is given in the Annexure III. Under the CSS Rules, highest grade is Selection Grade (Deputy Secretary). Therefore, stagnation in the cadre can be with reference to promotion upto Selection Grade only. A comparative statement regarding number of years taken for promotion to the next higher grade in these services is shown in Table A1 of Annexure IV. From this table it is evident that, at present, the time taken by an Assistant for his regular promotion to Section Officer is 14, 13 and 18 years for CSS, RBSS and AFHQCS respectively. Further, a promotee Section Officer of CSS is promoted to the post of Under Secretary on ad hoc/regular basis only after completion of 19/22 years in the grade. In RBSS and AFHQCS, a Section Officer is promoted to the grade of Under Secretary after completion of 15 years in the grade. In respect of higher posts it is seen that an Under Secretary is currently getting his promotion as regular Deputy Secretary after completion of 17 years, 7 years and 16 years of service in the grade in CSS, RBSS and AFHQCS respectively. The stagnation at the level of SO and Grade-I (Under Secretary) has been addressed by upgrading the posts on *in situ* basis to the next higher level of Grade-I (Under Secretary) and the Selection Grade (Deputy Secretary) respectively. A comparative graphical representation of the present career progression is depicted in Annexure-V. The Select List year-wise promotion to the next grade in CSS is shown in Table A-2 of Annexure-VI.

3.2.2 The Committee analysed the stagnation in the CSS, vis-à-vis other similarly placed services like AFHQCS and RBSS and came to the conclusion that the problems of CSS are mainly due to the following reasons

- (A) Absence of a definite cadre structure - the number of sanctioned posts in Grade-I and Selection Grade varies from year to year.
- (B) Two channels of Direct Recruitment at consecutive levels of Assistant and S.O. This, apart from being functionally inappropriate, has also given rise to endless litigation over *inter se* seniority between the DR and promotee SOs, preventing the issuance of select lists for regular Grade-I (Under Secretary) and Selection Grade (Deputy Secretary).

- (C) Further, in the absence of regular panels, the resultant vacancies for promotion from the feeder grades could not be made available, thereby leading to large scale ad-hoc/ in situ promotions and consequent distortions in the cadre.
- (D) The problem has been further **accentuated on account of skewed recruitment patterns at the level of Assistant and Section officer without realistic assessment of vacancies.**
- (E) The DOP&T O.M. dated 28.3.88 regarding delinking of confirmation from availability of permanent posts has been made applicable to CSS only from 1999 by way of amending the CSS Statutory Rules. This has resulted in a wide gap between the DR and promotee SOs in promotion from the grade of SO to Under Secretary.

3.2.3 Keeping in view the Terms of Reference, the Committee also analyzed the position of stagnation with reference to Director level. The Committee noted that presently about 100 Director level posts are being held by CSS Officers under the Central Staffing Scheme out of a total of approximately 500 posts at the Director level. Further, 33 JS level posts (out of total 489) and 03 AS level posts (out of total 110) are also held by CSS Officers under the Central Staffing Scheme. Thus, a total of 136 posts of Director level and above are held by CSS Officers under the Central Staffing Scheme. The Committee also noted that while officers of the CSS above the level of Selection Grade (Deputy Secretary) are eligible for participation under the Central Staffing Scheme, the same is not, the case for the corresponding levels in AFHQCS and RBSS. Since 36 posts of JS level & above and bulk of Director level posts are occupied by 'DR SOs (consisting of a strength of around 400), the career prospects beyond Director level cannot be considered inadequate.,.

3	3.3	Demands of various Associations of the CSS.
I	3.3.1	As per the terms of reference, the Committee was required to review the

cadre structure keeping; in view the various demands of **the Associations of**

CSS. The Committee invited the following Associations representing the CSS for discussion/suggestions regarding the problems prevailing in the CSS:-

- (a) CSS(DR) Gazetted Association;
- (b) CSS Group 'A' Officers' Association;
- (c) CSS Section Officers' Association;
- (d) CSS Direct Recruit Assistants' Association; and
- (e) **Central Secretariat** Non-Gazetted Employees union.

3.3.2 These Associations/Union have also submitted their representations. The Committee deliberated over the demands raised by these Associations. The relevant demands/ suggestions of these Associations are listed in the following paragraphs.

(i) *In situ* Promotions :

- (a) *In situ* promotions/upgradation to all the eligible UDCs, Assistants, Section Officers, Under Secretaries and Deputy Secretaries;
- (b) All Section Officers upto the Select Lists 1986 be granted *in situ* promotion as Deputy Secretaries; similarly, all Section Officers of Select List from 1988 to 1990 be granted *in situ* promotions as Under Secretary.

(ii) Cadre Review of CSS :

- (a) **The cadre review of CSS, which has not been done for the last 40 years, should be done immediately.**
- (b) The panels of Under Secretary/Deputy Secretary should be issued in a time bound manner. Similarly, the DPCs for different grades should also be held in a time bound manner.
- (c) Authorised strength of the Deputy Secretary's grade may be fixed by using Deputy Secretary/Director posts as one grade.

- (d) All posts of Section Officer from the Select List 1907 to Select 1993 to be taken as sanctioned strength for the grade of Under Secretary.
- (e) All the existing posts of Under Secretary and Deputy Secretary to be taken as sanctioned posts for Deputy Secretary's grade.
- (f) The posts of Deputy Secretary/Director should be filled only by CSS officers. For this purpose, 320 posts (@ 40 per year), which were ~~filled up by other services for want of regular panels in Deputy Secretary's grade~~, should be given to CSS @ 80 posts per year instead of 40 posts, for outstanding panels from 1993 to 2000.
- (g) The Section Officers of CSS, on fulfilling the residency requirement of 12 years, should be promoted to Grade-I of CSS (Under Secretary) in the pay scale of Rs.10000-15200/-.
- (h) The Section Officers, on fulfilling of residency requirement of 19 1/2 years, should be promoted to the Selection Grade of CSS (i.e. Deputy Secretary) in the scale of Rs.12000-15500/-.
- (i) Exclusion of the Under Secretary/Deputy Secretary's level posts from the Central Staffing Scheme.
- (j) Reduction of DR Assistant quota to 20% from the present 50%.
- (k) Immediate upgradation of 2500 posts of UDCs to the level of Assistants and 1000 posts of Assistants to the level of Section Officers.
- (l) Centralisation of CSS cadres in the grades of Assistant and Section Officer.
- (m) Introduction of Limited Departmental Competitive Examination for promotion of UDC for the posts of Assistant.

(n) Stoppage of lateral entry of CSSS officers at the Section Officer and Under Secretary's level of CSS.

(o) All the grades of CSS be brought at par with the RBSS and AFHQCS officers.

(iii) Introduction of Non-Functional Selection Grade (NFSG) :

A NFSG grade at the level of Director, on the pattern of Group 'A' Services, be introduced in the CSS.

(iv) Promotion to SAG and HAG :

(a) A specific number of posts in the grade of Joint Secretary and above should be earmarked for proper representation of CSS in this cadre. In this regard, three years eligibility for promotion for the CSS officers be restored. All CSS officers empanelled as Director and Joint Secretary be provided with mandatory placement.

(b) All the existing posts of Director, Joint Secretary and Additional Secretary be added to the cadre strength of CSS. 15% and 2.5% of the posts of Under Secretary be placed in SAG and HAG respectively.

(c) , **Introduction** of SAG and HAG in CSS.

(v) Encadrement of GCS/ ex-cadre Posts in CSS :

(a) In order to regularise Under Secretary/ Deputy Secretary, all the General Central Services posts equivalent to Under Secretary / Deputy Secretary grade in different Ministries be encadred with CSS.

- (b) All ex-cadre posts in the Secretariat at Under Secretary's level be encadred in CSS.
- (c) **Incursion of AFHQCS in the Central Secretariat Service in the Ministry of Defence should be stopped.**

	(vi)	Reduction in the eligibility period of direct recruit Section Officers (from 8 years to 6 years) in connection with the proposal of upgrading 510 posts of Desk Officer to the level of Under Secretary,
	vii)	Section Officer and Assistant be re-designated as Assistant Secretary and Examining Officer/Processing Officer respectively.
	(viii)	The pay scales of Section Officer and Assistant of CSS should be
		upgraded to Rs.8000-13500 and Rs.6500-10500 respectively.
	(ix)	Grant of pay scale of DANICS/DANIPS to Section Officers of CSS.
	(x)	DOP&T's O.M. dated 28.3.1988 relating to one-time confirmation should
		be made applicable to CSS with retrospective effect from 1.4.1988.
	(xi)	Grant of Group 'A' status to CSS.
	(xii)	The Open Pass facility to the Assistant should be restored immediately.
	3.4	Findings of the Committee
	3.4.1	As per the data available, the present strength of the CSS is as under:

	As on 1.1.2001
Selection Grade	54
Grade-I	768"
Section Officer	2362*
Assistant	4904
	8088

Including US (in situ)
Including DS (in situ)

3.4.2 The- Associations of CSS are demanding the introduction of a non-functional Selection Grade in CSS as has been done in the case of Central Services Group 'A'. The CSS is a unique service having a unique cadre structure cutting across the Group 'B' and Group 'A' posts with entry levels at Group 'B'. In the Central Services Group 'A', there is direct induction in the junior time scale (Group 'A'). As against this, in CSS, direct recruitment is

made at two levels viz., Assistant (Group 'B'/non-gazetted) and Section Officer (Group 'B'/Gazetted). The third component of the CSS is Group 'A' Gazetted

~~comprising of Grade-I and Selection Grade~~ which are filled entirely by promotion. As no direct recruitment at Group 'A' level takes place, accordingly the benefit of NFSG, as given to the Central Services Group 'A', cannot be extended to the CSS Group 'B'. The CSS officers at present, are eligible to become Director on functional Oasis under the Central Staffing Scheme and so their number is not fixed and varies from year to year. Therefore, in order to **ensure** their promotion prospects, the Committee **is of the** opinion that a **fixed** number of posts in the scale of Rs. 14,300-18,300 (Director) to be **designated** Senior Selection Grade (SSG) should be included in the cadre **structure of** CSS. Officers belonging to the CSS cadre having minimum five years of service in the Selection Grade of CSS would be eligible for **promotion to** these posts so encadred in CSS duly following the **prescribed** procedure for selection by merit. At present around 100 **officers** of the CSS are holding the post of Director. The Committee **recommends** that 1'10 Director level posts may be taken out of Central **Staffing Scheme and encadred** in the CSS as SSG. This would be in line with the **rationale already** existing in para 5 of the relevant DOP&T O.M. **regulating the** Central Staffing Scheme as per which posts of US and DS **as are** occupied by CSS officers are excluded from the scheme and **encadred in the** CSS. With the encadrement of SSG **posts in** CSS, the **provisions** of the Central Staffing Scheme should be appropriately **modified and** revised eligibility conditions **determined** for their **empanelment** at SAG/HAG.

3.4.3 The question of distribution of the available strength of CSS in the existing four grades was deliberâtes by the Committee at length. The existing

cadre structure of CSS shows that the base of the cadre is very wide in comparison to its apex. It is therefore considered appropriate that some posts need to be added at higher levels in the cadre. Simultaneously, it also has to be ensured that the increase in the number of posts is functionally justified, and does not over burden the Government financially. Taking into account all these considerations as well as the in-situ promotions already made and the fact that some SOs/USs are also working in the Desk Officer system, tentatively the following cadre structure emerges as one option :-

Sl. No.	Designation	No. of posts as on 1.1.2001	No. of posts proposed
1.	Senior Selection Grade	----	110
2.	Selection Grade	54	330
3.	Grade-I	768	1400
4.	Section Officer	2362	2248
5.	Assistant	4904	4000

A comparative analysis would show that an additional 110 posts at the level of SSG, 276 posts at the level of Selection Grade and 632 posts at the level of Grade-I would be encadred in CSS as a result of this cadre restructuring. Simultaneously, there will be a reduction in the number of posts at the level of Section Officer and Assistant to the tune of 114 posts and 904 posts respectively. All the 110 posts of SSG to be encadred in CSS would be carved out of the posts of Director existing under the Central Staffing Scheme. However, 276 posts proposed to be added in the Selection Grade, over and above 54 posts as on 01-01-2001 of Selection Grade would constitute a fresh creation so as to maintain the existing arrangement of Secretarial posts in the Central Government without disturbing the existing posts of DS filled up by officers of Group 'A' and All India Services under the Central Staffing Scheme. The Additional posts of Selection Grade will, in the first instance, be utilised for absorbing the Grade-I Officers of CSS presently working as DS (*in situ*). The Committee notes that it may not be possible to absorb all DS (*in situ*) in one lot even under this proposed arrangement. Hence the remaining DS (*in situ*) will continue till such time they are absorbed against regular vacancies.

3.4.4 Similarly, existing SOs working as US (*in-situ*) will be absorbed against the 632 additional posts of Grade-I of CSS and the remaining US (*in situ*), if any, will continue till the time they are absorbed.

3.4.5 With the creation of the additional posts in Selection Grade and Grade-I the practice of resorting to *in situ* promotions should cease. The Committee is strongly of the view that fresh creation of posts and continuation of *in situ* scheme of promotions cannot go together.

3.4.6 Direct recruitment at two consecutive levels of SO and Assistant is one of the major impediments in the smooth administration and management of the CSS cadre. The DR Section Officers constitute less than 5% of the total cadre strength of CSS and only less than 5% at Section Officers level. According to the existing CSS Rules, the highest post available to CSS officers is that of Selection Grade (DS). DR Section Officers join through Civil Service Examination and become Grade I (Under Secretary) after rendering 8 years of approved service (the actual service rendered is 7 years only). The DR SOs up to the Select List of 1992 have already been promoted as Under Secretary (ad hoc) whereas promotee Section Officers of Select List of 1983 are still waiting for their promotion to the grade of Under Secretary (ad hoc). The stagnation at the level of Assistants and Section Officers which has been discussed in the para 3.2.1 above, is related to the career prospects of the promotee Section Officers. The direct recruitment in SOs grade through Civil Services Examination is limited to only 20% of the total vacancies available in the S.O. grade and only about 15-20 officers, on an average, are being recruited every year. This number is expected to go down further in the light of DOP&TOM dated 16.5.2001, under which the direct recruitment is to be restricted only to 1/3rd of the available vacancies. The Committee noted that against the 13 vacancies during the year. 2000, the UPSC had recommended only 6 candidates for appointment as DR Section Office, s. The direct recruit SOs who join on the basis of Civil Services Examination conducted by UPSC have naturally high expectations from the service. Their prospects have already been discussed in Para 3.2.3.

3.4.7 .The main cause of the problems of the CSS is the protracted litigation in the matter *of inter se* seniority between the DR and Promotee SOs, and this has led to non-issue of panels of Under Secretary for 14 years. There are still court cases before the Hon'ble CAT from both the sides. In the case of H.B. Pardasani Vs. Union of India (W.P. No.10618 to 10628 of 1983), the Hon'ble Supreme Court had directed the Central Government to streamline this service by a review of the rules and regulations of CSS so that the rancour and, heart burn amongst the officers may be reduced to the minimum. Though the Government took concrete steps to amend the Statutory Rules, litigation ~~between these two groups further increased after 1985 on one issue or other.~~ The promotee SOs, who have disputed the *inter se* seniority are mainly the direct recruit Assistants who were inducted into the CSS on the basis of All India Graduate Level Examination conducted by the SSC against 50% quota of Assistants.

3.4.8 The Bandopadhyaya Committee noted that the Administrative Reforms Commission and the Estimates Committee (93w Report) had suggested the abolition of Direct Recruitment for SOs on account of functional inappropriateness of direct recruitment for two consecutive levels in the hierarchy of CSS.

3.4.9 Taking into account various factors discussed above, the Committee recommends that direct recruitment of SOs may be discontinued and the vacancies of Section Officer should be distributed between the seniority and LDCE quota in the ratio of 75%:25% for promotion of Assistants.

3.4.10 The aforesaid cadre structure, while providing relief to Section Officers and above, would not substantially alleviate the problem of stagnation' in the grade of Assistant and lower grades, particularly because 50% posts in the Assistant grade are presently filled by promotion of UDCs of CSCS. Any reduction in the posts of Assistant grade will, therefore, affect the promotional avenues of LDCs/UDCs. Hence, it is essential to improve upon the cadre structure proposed above by exploring further options.

3.4.11. The sanctioned strength of LDCs/UDCs of CSCS is 5397 and 5377 respectively. In the LDC grade, 85% posts are filled up by direct recruitment through competitive conducted by SSC, and 15% posts are filled by promotion of Group 'C' employees. The essential educational qualification for the post of LDC is proficiency in typing and matriculation. In the UDC grade, 25% posts are filled through the Limited Departmental Examination from amongst eligible LDCs and 75% posts are filled by promotion of LDCs on the basis of seniority. Obviously, any change in the number of posts of UDCs, will affect the promotional avenues of LDCs. On the other hand, any change in the direct recruitment against 85% posts of LDCs will not affect the promotional prospects of the existing Group 'D' employees and as such, can be analysed further. Conventionally, the LDCs are entrusted with work of a routine nature, such as registration of dak, maintenance of section diary, file register, file movement, indexing and recording, typing etc. It is imperative that Government Departments keep pace with developments in the areas of office management and office automation, so that efficiency and productivity of administration is improved. Today the concepts of e-governance, paperless office and multi-skilling are becoming increasingly important for a responsive administration and, in this context, maintaining a large cadre of UDCs and LDCs in the Central Secretariat to carry out routine office jobs manually is regressive. The Fifth CPC in para 9.28 of its report has also favoured such multi-skilling. The Expenditure Reforms Commission too has called for the need to review and reduce the number of support staff. To cater to the future needs and address emerging requirements more efficiently, it has now become the need of the hour that instead of direct recruitment of matriculate, uni-skilled individuals against the 85% posts of LDCs, direct recruitment of better qualified and skilled personnel is, made solely at the level of Assistant. In order to ensure that the promotional avenues of Group 'D' staff are not affected adversely, 15% and 10% of sanctioned strength of LDCs and UDCs respectively should be kept intact. The Committee, therefore, recommends that Direct Recruitment of LDCs may be stopped with immediate effect and all posts of LDCs, presently filled by Direct Recruitment, be abolished as and when these fall vacant. Further, 90% of the posts in the grade of UDC would also wither away in future as and when these fall vacant, retaining the remaining 10% for promotion of the residual LOG cadre. Simultaneously, the Committee

recommends a suitable increase in the number of posts of Assistant for two reasons:-

To ensure that stoppage of direct recruitment in the grade of LDC will not adversely affect the promotional avenues of existing LDCs/UDCs; and

In order to provide a solid base for future where direct recruitment will solely be at the level of Assistant.

Since in the revised CSS cadre structure, the Assistant would be the only direct entry level, their duties should continue to include file initiation and processing. Instead of typing, they should possess key-boarding skills and computer proficiency so as to function effectively in the new environment. In order to ensure that benefits of this cadre restructuring immediately percolate down to the lowest grade, it is recommended that as a one time exception, vacancies in all the additional posts of Assistant arising as a result of cadre restructuring would be filled only by promotion of eligible UDCs. The vacancies in Assistant grade arising due to normal wastage on account of retirement, promotion, etc. would, in future be filled to the extent of 75% through direct recruitment of graduates possessing computer proficiency; 15% by promotion of UDCs and 10% through LDCE for UDCs.

3.4.12 Similarly for better service prospects at the level of Section Officer, a non-functional scale of Rs.8000-13500 may be introduced. All Section Officers who have completed four years service as regular Section officer may be placed in this scale subject to their fitness. The Section officers who are placed in this time scale will continue to remain Group 'B' gazetted and their eligibility service for promotion to Grade-I will continue to be reckoned on the basis of the period spent in both the scales of SO, counted together. **The placement of SOs in the non-functional scale of Rs.8000-13500 will not need the involvement of UPSC as the posts will continue to be operated as a Group 'B' gazetted post.**

3.4.13 Based on discussions in the preceding paragraphs, it is recommended that cadre structure of CSS and CSCS and mode of recruitment should be as follows:

Central Secretariat Service (CSS)

Sl No.	Grade/Post	Classification and pay scale (Rs.)	Mode of recruitment	Feeder grade for promotion	No. (percentage) of posts
1.	Sr. Selection Grade	Group 'A' 14300-18300	100% by promotion	Selection Grade	110 (1.1%)
2.	Selection Grade	Group A' 12000-16500	100% by promotion	Grade I	330 (3.2%)
3.	Grade I	Group A' 10000-15200	100% by promotion	SO	1400 (13.6%)
4.	Section Officer	Group B (a) 8000-13500	100% by placement of SOs	Sos who have completed 4 years in the scale of Rs.6500-10500	3000 (29%)
		(b) 6500-10500	(a) 75% by promotion	Assistant	
			(b) 25% by LDCE		
5.	Assistant	Group 'B' non-gazetted 5500-9000	(a) 75% by Direct Recruitment (b) 150% by promotion (c) 10% by LDCE	(a) All India Exam of SSC (b) UDC of CSCS (c) UDC of CSCS	5500 (53.2%)

Central Secretariat Clerical Service (CSCS)

Sl. NO.	Grade/post	Classification and pay scale (Rs.)	Mode of recruitment	Feeder grade for promotion	No. (percentage) of posts
1.	UDC	Group 'C' 4000-6000	(a) 75% by promotion (b) 25% by LDCE	LDC	538 (10% of the existing 5377 posts)
2.	LDC	Group 'C' 3050-4590	(a) 70% by promotion (b) 30% by LDCE	Group 'D'	809 (15% of the existing 5397 posts)

The above cadre structure will give better promotional prospects to each of the grades of CSS as well as of CSCS. The financial implications would also be minimised to a large extent as it is inherent in the proposal that direct

recruitment of LDCs should be stopped and all the existing L vacancies be abolished with immediate effect. The Committee also notes that even as per existing Government instructions all posts vacant-for more than one year are deemed to have been abolished. Similarly, all those posts of LDCs, which will fall vacant due to promotions to the UDC grade should also be abolished (excepting 15% seniority quota). The posts of UDCs (excepting 10% provided for Group 'D' staff) will also wither away in the course of time as and when they will be vacated by promotion/retirement etc. The cadre structure recommended above, when implemented will thus give immediate benefit to the Assistants, Section Officers, Grade-I and Selection Grade officers of CSS. Moreover, the existing LDCs and UDCs of CSCS will also be benefited due to the large number of resultant vacancies arising in the higher grades.

3.5 The Issue of inter se seniority and Retrospective Applicability of DOP&T O.M., dated 28-3-1988:

3.5.1. Instructions were issued by DOP&T delinking confirmation from availability of permanent posts vide their O.M. dt. 28-03-1988. Though a proposal to amend CSS Statutory Rules to bring them in conformity with the provisions of this O.M. of 28-03-1988 was initiated by the CS Division of DOP&T, it took about 11 years to amend the same (vide notification dated 24th February, 1999). Meanwhile, the law on fixation of seniority between DR and Promotees (which was declared in 1977 in S.B. Patwardhan case) was re-affirmed by the Constitution Bench of the Supreme Court in the case of Class-If Direct Recruit Engineers Association Vs. State of Maharashtra. Thereafter, DOP&T issued an O.M. on 04-11-1992 where-by seniority was delinked from confirmation by deleting proviso under Rules (4) and (5) (1) of General Principles of Seniority.' However, the determination of inter-se seniority of DR and Promotees based on these developments could be given effect to only from 1999 i.e. after the CSS Statutory Rules were amended.

3.5.2 This prospective application (i.e. from 1999) of the simplified procedure for confirmation contained in the DOP&T O.M. of 1988 has placed the promotees in a disadvantaged position. The promotee officers have represented about this issue and requested that the instructions should be made applicable

retrospectively so that justice is done to them. The rule 2(hh) of the CSS Rules, 1962 empowers the DOP&T to frame appropriate regulations for determination of the Common Seniority of all Section Officers working in all the cadres, but so far no such regulation has been notified. Therefore, sanctity of the Common Seniority List (CSL) of 1997 also requires to be examined. The Committee has also noted that CSL of 1997 has been used for bringing out Select List of Under Secretary as well as for effecting personal upgradation on in situ basis for the post of Deputy Secretary. The Committee, prima facie, is of the view that at inordinate delay has taken place in notifying the amendments to the CSS Rules in 1999 in pursuance of DOP&T's O.M. dated 28.3.1988 and recommends that this issue be processed on file accordingly taking into account various ramifications involved.

3.6 Revision of Pay Scale of Section Officers w.e.f. 1.1.86

3.6.1 The Section Officers of CSS have been demanding higher pay scale w.e.f. 1.1.86. Their Association approached the Hon'ble CAT praying for upward revision of pay scales retrospectively, The Hon'ble CAT, Principal Bench CAT, New Delhi, vide their order dated 12th September, 2001 in O.A. No.197/1997, directed the applicants to make a representation to the Chairman of the Committee constituted to go into the cadre restructuring of CSS. The representation of the applicants, in pursuance of the order of the Hon'ble CAT, has been received and deliberated upon by the Committee.

3.6.2 The Committee considered the demand of Section Officers for grant of the pay-scale of Rs.2300-3700 w.e.f. 1-1-1986 which was also the pay-scale of Section Officers of the Supreme Court. The Committee observed that Section Officers of Supreme Court were in a higher pay-scale of Rs.775-1200 vis-à-vis the Section Officers of CSS who were in the pay-scale of Rs.650-1200 even before implementation of the Recommendations of the 4th CPC. It is also seen that 4th CPC had not altered the pay-scale of Assistants of the Supreme Court who, prior to 1-1-1986, were in the pre-revised pay-scale of Rs.550-900 and had been placed in the corresponding replacement pay-scale of Rs.1640-2900. Therefore, the contention that 4th CPC had upgraded the pay-scale of SOs working in Supreme Court because the scale of Assistants working therein had

been altered to Rs. 1640-2900 and that the same dispensation deserved to be extended in case of the SOs of CSS is not acceptable. Furthermore, although 5th CPC did not go into the issue of revision of pay-scale of posts retrospectively, from a date prior to 1-1-1996, the very fact that the said Commission did not recommend a higher scale for this post from 1-1-1996 shows that the existing scale was considered appropriate for this post even by the 5th CPC. This Committee has already recommended in introduction of the non-functional pay-scale of Rs.8000-13500 for regular SOs with four years service in the grade. Any isolated revision of the pay-scale of a post from a retrospective date would have wide repercussions and disturb the existing horizontal and vertical relativities. It is also relevant to mention that Pay Commission is a high powered expert body which takes a holistic view and is therefore the appropriate body to make recommendations on Pay scales of all Government employees. This view has also been upheld by the Hon'ble Supreme Court in its Judgment in case of Union of India and others vs P.V Hariharan in CA No. 7127/93 wherein it was observed that it is job of the expert body like the Pay Commission to determine the pay scale and it is for the Government to decide the pay scale of the employees acting on such recommendations. Taking all these facts into consideration, the Committee does not recommend revision of the pay-scale of the post of Section Officers retrospectively w.e.f.1-1-1986.

CHAPTER 4

ADRI MANAGEMENT Q CSS

4.1 Centralisation of Cadre Management of Section Officer and Assistant Grades

A notable feature of the CSS is that the grades of Assistant and Section Officer are decentralised into 33 cadres. Their seniority, ad hoc promotion, appointment etc. are controlled by the respective cadres. To maintain the inter-cadre seniority in these grades the 'zoning scheme' is in operation. There is resentment amongst the Assistants that though they join this service through a common All India Examination their seniority/promotion depends on their posting in a particular cadre. As a result, in many cases, juniors get promoted as ad hoc SOs in certain cadres whereas Assistants senior to them do not get promotion in some other cadre due to non-availability of vacancy of SO in that, cadre. Therefore, there is a demand for centralisation of Cadre Management for the Assistant and SO Grade with DOP&T because the inter-cadre seniority in case of transfer, promotion, pay fixation is a cause of dispute in these two grades. Though the CS Division of DOP&T is the cadre controlling authority for CSS it is dependent on receipt of information from 33 cadres for maintaining the data of CSS. In the absence of latest data, the personnel information system for CSS is practically non-existent. The 5th CPC in para 45.23 of its report has also recommended that the CSS cadre may be centralised and computerised j so that the existing disparities in the promotion prospects of CSS Officers in different Ministries are removed. In order to streamline the cadre management of CSS, it is necessary that cadre management for the grades of Assistant a nd SO should be centralised with DOP&T for the purpose of seniority and promotion (ad hoc/regular). **Consequently, these two grades should be made inter-cadre transferable**, and effecting such transfers **should also be centralised** with the DOP&T. The day-to-day **administrative control of**

these two grades can, however, continue to be exercised by the respective 33 cadre authorities.

4.2 Future Cadre Management of CSS

The Committee noted that placement of CSS officers in the Grade-I and Selection Grade is presently done by the EO division even though these posts of CSS are, not covered under the Central Staffing Scheme. This Committee has already recommended encadrement of specific number of posts in all the grade of CSS. It is, therefore, necessary that the responsibility of cadre management vests with a single division in DOP&T. The recruitment, seniority, promotion and transfer of the entire cadre of CSS from the grade of Assistant upto the level of Director by a single division will ensure correct fixation of seniority and timely promotion. The overall data management and centralisation in CS Division will also reduce avoidable litigation in these matters and will help in maintaining an up-to-date Personnel information System (PIS) for CSS, which is non-existent today. Therefore, the Committee recommends that cadre management of the grades of Assistant and Section officer should be centralised with DOP&T for the purpose of seniority, promotion and inter-cadre transfer. The Committee has already recommended sanctioned strength for posts of Grade-I (Under Secretary), Selection Grade (Deputy Secretary) and Senior Selection Grade (Director) of CSS. These sanctioned posts should be kept out of the purview of the Central Staffing Scheme in consonance with provisions contained in para 5(ii) of O.M. No.36/77/94-EO (SM-I) dated 5.1.1996 of DOP&T and their promotion, inter cadre transfer etc. should be entrusted to the CS Division of DOP&T which should be made solely responsible for cadre management of CSS.

CHAPTER 5

RECOMMENDATIONS ON DEMANDS OF THE ASSOCIATIONS

5.1 The Committee discussed the various demands of the Association and the conclusions arrived at by it are recorded in the following paragraphs.

5.2 *In situ* Promotions : {para 3.3.2 (i) }

5.2.1 *In situ* upgradations of Section Officer to Under Secretary and Under Secretary to Deputy Secretary were granted because the Select Lists of Under Secretary/Deputy Secretary had been delayed inordinately. due to protracted litigation on the issue of *inter se* seniority between the direct recruits and the promotee Section Officers. This step has, however, raised expectations, and the officers from the subsequent select lists have also pinned their hopes on *in situ* promotions being given on an annual basis. Although the officers who have been promoted on *in situ* basis have been benefited, they are still holding lower posts on substantive basis. As such, resultant vacancies did not arise in the lower grades of SO and Assistant and stagnation in these grades is still continuing. *In situ* promotions given so far have further accentuated the demands from the officers of the CSS as well as other services for the grant of similar promotions on the ground of stagnation.

5.2.2 The Select Lists of Under Secretary/Deputy Secretary are now being published. The Government has also introduced the ACP scheme for Central Government employees. The Committee is of the view that no separate scheme of *in situ* promotions can be devised for the Central Secretariat employees due to its wider legal and financial implications. The *in situ* promotions were thought of as a one-time dispensation and have not actually addressed the problem of stagnation. Such temporary measures cannot, therefore, be institutionalized in the opinion of the Committee. The solution to the problem of stagnation lies in Cadre Review. For this purpose the Committee has already recommended an objective and scientific cadre structure for the CSS. The said cadre structure is based on the assumption that no posts at any

level in the CSS would be operated on in-situ basis except during the intervening period of absorption of the present incumbents who have already been granted in-situ promotions. The implementation of this cadre restructure will, therefore, release a number of posts at the levels of Section Officer, Under Secretary and Deputy Secretary. When the cadre structure proposed by the Committee at para 3.4.13 above is put in place, every grade of the CSS will have a specified sanctioned strength which will largely take care of present stagnation. Therefore, the Committee **does not recommend in situ promotion to any grade.** In future all promotions should be vacancy based. It is also clarified that the ~~commended~~ **cadre restructuring shall be implemented, subject to the condition that no fresh *in situ* promotion are ordered, as this Committee does not envisage implementation of the aforesaid cadre structure with the on-going *in situ* promotion scheme.**

5.3 Cadre review of CSS (para 3.3.2 (ii))

5.3.1 We have already discussed and suggested remedial measures for stagnation in CSS by recommending an objective cadre structure for CSS in para 3.4 above. The demands of the Association vide para 3.3.2 (ii) (a), (b), (c), (d), (e), (f), (g), (h), (i), (j), (k), (l), (m), (o) and 3.2.2 (iii) have already been covered in our recommendation at para 3.4 and para 4.1 of this Report.

5.3.2 Stoppage of Entry of CSSS Officers at the Level of the Section Officer and the Under Secretary of CSS:

The Committee has deliberated on this demand of the Associations of the CSS. It has taken note of a series of measures which have been taken by the Government to improve the promotion prospects of CSSS, such as:

- > The quota of promotion by seniority of Steno Grade 'C' was increased from the existing 25% to 60% for Select List of 1969 and to 50% for Select List of 1991 and 1996.
- > The erstwhile stenographer Grade 'A' & Grade 'B' (Merged) were merged in the year 1987.

- New grades of Senior PPS and PPS in the pay scales of Rs.12000-16500 and Rs.10000-15200 were created in 1998 and 1987 on the basis of Fifth and Fourth Pay Commissions respectively.
- The restructuring of the inter-grade ratio of stenographers Grade 'A' & 'B' (merged), 'C', 'D' in the ratio of 20:40:40 w.e.f. 1.11.1993.
- Seniority quota for steno Grade 'D' for the year 1996 was increased from 25% to 50%.
- *In situ* promotions to all eligible PSs upto Select List of 1987 were given.
- ~~The direct recruitment quota for the year 1993 and 1994 was suspended for Steno Grade 'C'.~~
- Government has introduced the ACP scheme in the year 1999, under which stenographers are also eligible for two financial upgradations on completion of 12 and 24 years of service.

5.3.3 As a result of these remedial measures taken by the Government, the promotion prospects in CSSS have improved. There is resentment in the CSS cadre that despite prevailing stagnation in their service the CSSS officers, at the level of Steno Grade 'C' / PS, are permitted to have entry in the grades of SO/Under Secretary through LDCE/promotion respectively. The 51h CPC in para 45.25 of its report observed that a review of the existing provisions in terms of which CSSS officers are allowed lateral entry into CSS is overdue as acute stagnation exists in the CSS for promotion to the grades of US & DS and the promotion prospects of CSSS officers had improved in their own line. Due to protracted litigation the panels of the Under Secretary could not be published for 14 years and there is a backlog of 11 panels of Under Secretary from 1991 to 2001. On the other hand, it is noted that the UPSC conducts one common LDCE for promotion to PS and SO. While steno Grade 'C' are eligible to qualify for both the posts, the Assistants of CSS are eligible to qualify only for the SO grade.

5.3.4 For the meritorious Steno Grade 'C', the channel for promotion through LDCE for promotion to PS and by promotion upto the level of Sr. PPS (Deputy Secretary level) is already available now. It is, therefore, recommended that the entry of Steno Grade 'C' through LDCE for the post of SO should be

discontinued. Simultaneously entry of PS to the grade of Under Secretary may also be discontinued,

5.3.5 Grant of Group 'A' status to CSS and promotion to SAG and HAG level posts {para 3.3.2 (iv) and (xi)} :

3 The Committee has already discussed the role of the CSS as a middle management service (Para 2.5). The 5th CPC in para 45.23 of its report also did ~~not recommend Group 'A' status to CSS. Therefore the Committee is un~~ able to accept the demand of granting Group 'A' status to CSS. Keeping in view the recommendations of the Fifth Central Pay Commission, the Committee also does not find any justification for creation of posts for CSS in the grades of SAG and above and recommends that the posts of SAG and above should continue to be filled under the Central Staffing Scheme without earmarking posts for any particular service.

5.3.6 Encadrement of GCS/ex-Cadre Posts in CSS : { Para 3.3.2 (v)} :

The GCS/ex-cadre posts are filled by respective administrative ministries in accordance with the relevant recruitment rules. Candidature of the eligible CSS officers can be decided only under the provisions of the relevant recruitment rules. This demand is not relevant after the sanctioned strength has been recommended for the posts of US, DS and the Director of CSS. However, individual proposals regarding encadrement of the GCS/ex-cadre posts can be decided by the Establishment Division of DOPT in the light of relevant recruitment rules.

5.3.7 Reduction in the Eligibility Period : {para 3.3.2 (vi)} :

The demand of the DR SOs regarding reduction of eligibility service for promotion to US from existing 8 years to 6 years was examined by the Committee. It is noted that the DR SOs upto Select List of 1992 are already promoted as US (ad hoc), whereas the promotee SOs of 1983 Select List are still awaiting promotion as Under Secretary (ad hoc). Thus there is already a gap of 10 years for promotion at US level between the DR and promotee SOs. In the case of Prabha Devi (a DR SO), the Hon'ble Supreme Court has upheld

the decision of the Government regarding uniform eligibility service of 8 years for promotion to the level of US in CSS. The Committee, therefore, recommends that status quo regarding the eligibility service should be maintained.

5.3.8 Redesignation of SOs and Assistants {3.3.2 (vii)}:

The duties/functions of a post is the major criteria for deciding the nomenclature of the posts. The 5th CPC in para 45.23 of its report did not recommend the redesignation of SOs as Assistant-Secretary. The designations of Assistant-Secretary and Examining/Processing Officer do not connote the actual nature of work performed by SOs and Assistants in the Central Secretariat. In the circumstances, the Committee does not recommend any change in designations.

5.3.9 Revision of Pay Scale of SOs and Assistants { para 3.3.2 (viii) } :

The demand of Section officers for grant of a higher pay scale was considered by the Fifth Central Pay Commission, but it recommended only the replacement scale of Rs.6500-10500. The Assistants who were in grade of Rs.1640-2900 were also granted the normal replacement scale of Rs.5500-9000 after 5th CPC. The wider ramifications in the context of vertical and horizontal relativities and financial implications are required to be considered while examining the grant of any higher pay scale. The Pay Commission, which is a high powered expert body makes recommendations regarding the pay scales of the Government employees. The decision of Hon'ble Supreme Court on the matter of grant of pay scales has already been discussed in para 3.6.2 of this Report. As brought out therein, expert bodies like Pay Commissions which take a holistic view, are the appropriate body to determine the pay scales. Any isolated revision of pay-scale of a particular post is likely to have wide spread repercussions. The Committee, therefore, does not recommend upward revision of the pay scale of Section Officers and Assistants, but has separately recommended introduction of the pay-scale of Rs.8000-13500 for regular SOs with four years service in the grade.

5.3.10 -Grant of pay scales of DANICS/DANIPS to SOs of CSS
{para 3.3.2 (ix) } :

The DANICS/DANIPS are the field services and their nature of job, duties and responsibilities are different from CSS, which traditionally has played a supportive role to the senior administrative levels in the policy formulation functions of the Central Secretariat, besides running its establishment and administration. It does not constitute a feeder grade for any other service unlike the DANICS/DANIPS which are feeder grades for All India Services . **In view of** ~~the unique function performed by the CSS, its parity with these services is~~ **not possible** . The Committee has addressed the specific problems of CSS and recommended the remedial measures in para 3.4 above.

5.3.11 **Implementation** of DOPT OM dated **28.3.88** : {para 3.3.2 (x) } :

The recommendations of the Committee have already been made in para 3.5 above.

5.3.12 **Open Pass Facility to the Assistants** : { para 3.3.2 (xii) } :

In view of the present security scenario, the M/o Home Affairs has not acceded to this demand. Therefore, the Committee cannot make any recommendation in this regard.

5.4 General

The Committee has made an attempt to analyse the prevailing problems of the CSS and has recommended remedial measures to improve their career prospects. As the various issues concerning CSS are inter-related, the **Committee would like to emphasize that the recommendations in Chapters 3, 4 & 5 have been made in an integrated manner and, therefore, these should be implemented as a complete package. Piece-meal implementation of the recommendations would lead to fresh distortions in the CSS Cadre.**

CHAPTER 6

EXECUTIVE SUMMARY

The recommendations given in the Report are summarized as under:

<u>Sl. No.</u>	<u>Para No.</u>	<u>Summary of the recommendation</u>
1.	3.4.2	<p>The Committee recommends that a fixed number of posts in the scale of Rs. 14,300-18,300 (Director) to be designated Senior Selection Grade (SSG) should be included in the cadre structure of CSS. Officers belonging to the CSS cadre having minimum five years of service in the Selection Grade of CSS would be eligible for promotion to these posts so encadred in CSS, duly following the prescribed procedure for selection by merit. At present around 100 officers of the CSS are holding the post of Director. The Committee recom<u>mends</u> that 110 Director level posts m ay be taken out of Central Staffing Scheme and encadred in the CSS as SSG. This would be in line with the rationale already existing in para 5 of the relevant DOP&T O.M. regulating the Central Staffing Scheme as per which posts of US and DS as are occupied by CSS officers are excluded from the scheme and encadred in the CSS. With the encadrement of SSG posts in CSS, the provisions of the Central Staffing Scheme should be appropriately modified and revised eligibility conditions determined for their empanelment at SAG/HAG.</p>
2.	3.4.5	<p>[With the creation of the additional posts in Selection Grade and Grade-I the practice of resorting to <i>in situ</i></p>

promotions should cease. The Committee is strongly of the view that fresh creation of posts and continuation of *in situ* scheme of promotions cannot go together.

3.4.9 The Committee recommends that direct recruitment of SOs may be discontinued and the vacancies of Section Officer should be distributed between the seniority and LDCE quota in the ratio of 75%:25% for promotion of Assistants.

3.4.11 The Committee recommends **that Direct Recruitment o** LDCs may be ~~stopped with immediate effect and all~~ posts of LDCs, presently filled by Direct Recruitment, are abolished as and when these fall vacant. Further, 90% of the posts in the grade of UDC would also wither away in future as and when these fall vacant, retaining the remaining 10% for promotion of the residual LDC cadre.

It is also recommended that as a one time exception, vacancies in all the additional posts of Assistant arising as a result of cadre restructuring would be filled only by promotion of eligible UDCs. The vacancies in Assistant grade arising due to normal wastage on account of retirement, promotion, etc. would, in future be filled to the extent of 75% through direct recruitment of graduates possessing computer proficiency; 15% by promotion of UDCs and 10% through LDCE for UDCs.

3.4.12 For better service prospects at the level of Section Officer, a non-functional scale of Rs.8000-13500 may be introduced. All Section Officers who have completed four ye ars service as regular Section officer may be placed in this scale subject to their fitness.

6. 3.4.13 Restructured cadre of CSS to comprise of 110 posts (1.1%) in SSG, 330 posts (3.2%) in SG, 1400 posts (1 6%) in Grade-I, 3000 posts (29%) of SO and 5500

posts (53.2%) of Assistant. All posts of LDCs (except 15% to be retained for promotion of Group 'D' staff on , seniority/LDCE) and all posts of UDCs (except 10% to be provided for promotion of LDCs) should be abolished as and when they fall vacant due to promotion/retirement etc.

- 3.5.2 The issue of application of DOP&T O.M dated 28.3.1988 with retrospective effect in CSS should be processed on file taking into account various ramifications involved.
- 3.6.2 ~~The Committee~~ **does not recommend revision of pay scale of Section Officers retrospectively w.e.f. 1.1.1986.**
- 4.1 The two grades of Assistant & SO should be made inter-cadre transferable, and effecting such transfers should also be centralised with the DOP&T. The day-to-day administrative control of these two grades can, however, continue to be exercised by the respective 33, cadre authorities.
10. 4.2 The Committee recommends that cadre management of the grades of Assistant and Section officer should be centralised with DOP&T for the purpose of seniority, promotion and inter-cadre transfer. The Committee has already recommended sanctioned strength for posts of Grade-I (Under Secretary), Selection Grade (Deputy Secretary) and Senior Selection Grade (Director) of CSS. These sanctioned posts should be kept out of the purview of the Central Staffing Scheme in consonance with provisions contained in para 5(ii) of O.M. No.36/77/94-ED (SM-1) dated 5.1.1996 of DOP&T and their promotion, inter cadre transfer etc. should be entrusted to the CS Division of DOP&T which should be made solely responsible for cadre management of CSS.
11. 5.2.2 The Committee does not recommend in situ promotion to any grade. In future all promotions should be vacancy based. It is also clarified that the recommended

		cadre restructuring shall be implemented subject to the condition that no fresh <i>in situ</i> promotion are ordered, as this Committee does not envisage implementation of the aforesaid cadre structure with the on-going <i>in situ</i> promotion scheme.
12.	5.3.4	It is recommended that the entry of Steno Grade 'C' through LDCE for the post of SO should be discontinued. Simultaneously entry of PS to the grade of Under Secretary may also be discontinued.
13.	5.3.5	The Committee is unable to accept the demand of granting Group 'A' status to CSS. Keeping in view the recommendations of the Fifth Central Pay Commission, the Committee also does not find any justification for creation of posts for CSS in the grades of SAG and above and recommends that the posts of SAG and above should continue to be filled under the Central Staffing Scheme without earmarking posts for any particular service.
14.	5.3.6	The demand for encadrement of the GCS/Ex-Cadre posts is not relevant after the sanctioned strength has been recommended for the posts of US, DS and the Director of CSS. However, individual proposals regarding encadrement of the GCS/ex-cadre posts can be decided by the Establishment Division of DOPT in the light of relevant recruitment rules.
15.	5.3.7	The Committee recommends that status quo regarding the eligibility service should be maintained.
16.	5.3.8	The Committee does not recommend any change in designations of SOs and Assistants.
17.	5.3.9	The Committee does not recommend upward revision of the pay scale of Section Officers and Assistants; however it has separately recommended introduction of the pay-scale of Rs.8000-13500 for regular SOs with four years service in the grade,

18.	5.3.10	In view of the unique function performed by the CSS, its parity with DANICS/DANIPS is not possible.
19.	5.3.12	In view of the present security scenario, the M/o Home Affairs has not acceded to the demand of providing Open Pass Facility to Assistants of CSS. Therefore, the Committee cannot make any recommendation In this regard.
20.	5.4	The Committee would like to emphasize that the recommendations in Chapters 3, 4 & 5 have been made in an integrated manner and, implemented as a complete package. Piece-meal implementation of the recommendations would lead to fresh distortions in the CSS Cadres.

11 20/02/02
 (R.K. Gael),
Director (CS)
 MEMBER-SECRETARY

S. Chandrasekaran)
 Joint Secretary (E)
MEMBER

(Smt. Usha Mathur)
 Joint Secretary (Pers)
MEMBER


 (V.K. Agnihotri)
Additional Secretary
 CHAIRMAN

Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel & Training)

Annexure-

Lok Nayak Bhavan
New Delhi, the 28th February 2001

L-2

28.2.2001

Subj: Constitution of Committee of senior officers to go into the cadre-structure of Central Secretariat Service (CSS)

In pursuance of the recommendations made by the Parliamentary Standing Committee of Ministry of Home Affairs, It has been decided to set up a Committee of senior officers to go into the cadre structuring of the Central Secretariat Service (CSS) as per the details given hereunder:

Composition

i)	AS(Pension), DOPT	Chairman
ii)	JS(Estt.) DOPT	Member
iii)	JS(Pers.) M/o Finance, D/Exp.	Member
IV)	Director(CS) DOPT	Member Secretary

Terms of Reference

- (1) To assess the magnitude of stagnation in the Grade of Assistant of CSS and to suggest remedial measures.
 - (2) To assess the magnitude of stagnation in the grade of Section Officer, Under Secretary, Deputy Secretary and Director of CSS vis-à-vis similarly recruited/placed officers of other services and to recommend measures to remove stagnation.
 - (3) To review the structure of CSS keeping in view various recommendation and demands of the CSS Association.
2. Secretarial services would be provided by the CS Division of the DOPT.
 3. The Committee may deliberate and go into the above terms or reference and submit its report within a period of three months.

This is for approval of Secretary

Receipt of the D.O. No.

(Devki Nandan Gupta)
Deputy Secretary to the Govt. of India
Ph. 4624893

Copy to:

1. All Members
Secretary, Department of Expenditure, Ministry of Finance
All cadre controlling authorities
Min/Dept of

Sr.PPS/PPS to Secretary/EO/AS(P), D(P)

A/1/2/4/11..

No.21/0/98-C.S.I
Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel & Training)

Lok Nayak Bhavan, New Delhi- 110 003

Dated, the December 12, 2001

O I 1 E It

Sub: Constitution of Committee of Senior Officers to go into the cadre -structure of Central Secretariat Service (CSS).

Reference DoP&T's order of even number dated 28.2.2001 and 31.5.2001 on the above subject.

2. It has been decided with the approval of competent authority to extend the tenure of Committee upto the end of February, 2002.

3. It has also been decided that the Committee will also examine the issue of inter se. scr. of direct recruit and promoted Section Officers of CSS, as contained in the CSI, as also the retrospective applicability of DoP&T O.M.No.18011/1/86-Estt.(D) dated 28.3.1988. It will also look into the representation of Section Officers, submitted in pursuance of the order dated 12.9.2001 of the Hon'ble Principal Bench, CAT, New Delhi.

(Devki Nandan Gupta)
Deputy Secretary to the Govt. of India
Ph.4624893

All Members of the Committee.

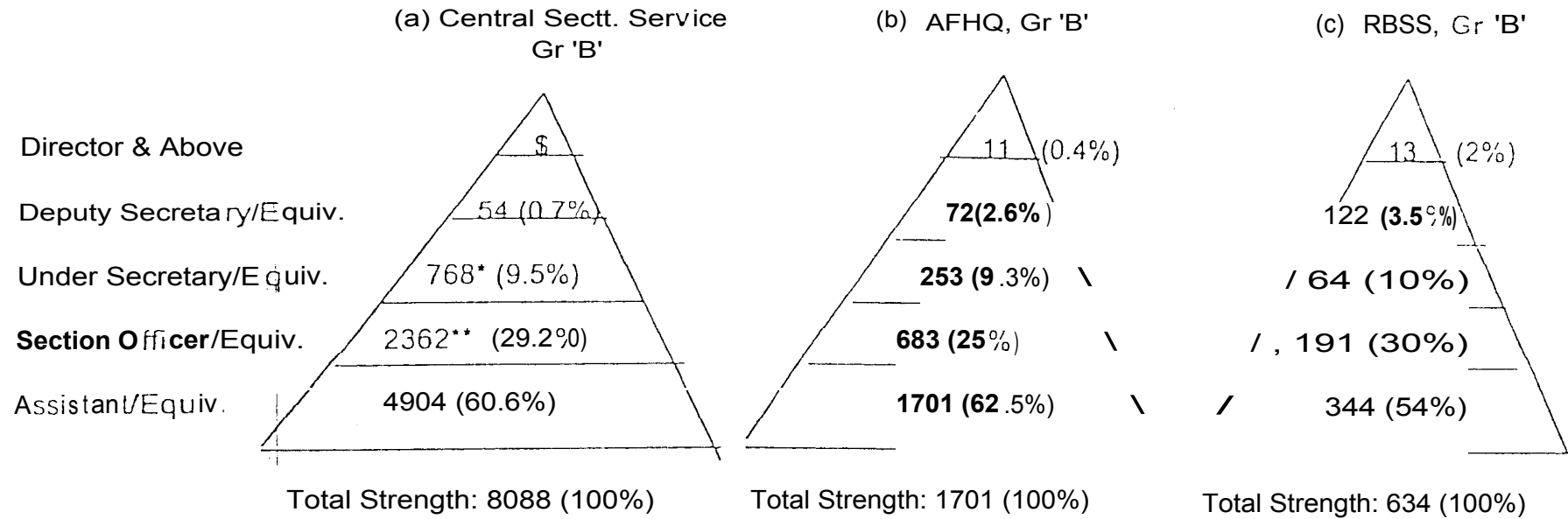
Secretary, Department of Expenditure, Ministry of Finance, North Block, New Delhi.

All Cadre Controlling Authority - I (July Secretary/Director (Adm).

Director DoP&T

Sr. PPS/PPS to Secretary/EO/AS(AR PG)/AS(P), DOP&T.

Cadre-Structure of CSS vis-à-vis other similarly placed Gr.'B' Services



(Includes DS (in-situ)
includes US (in-situ)

Though not part of the cadre, about 136 officers of the CSS are holding posts of Directors/SAG/HAG.

Annexure-IV

Comparative Statement regarding number of years, taken for promotion to the next higher grade in CSS/RBSS/AFHQ

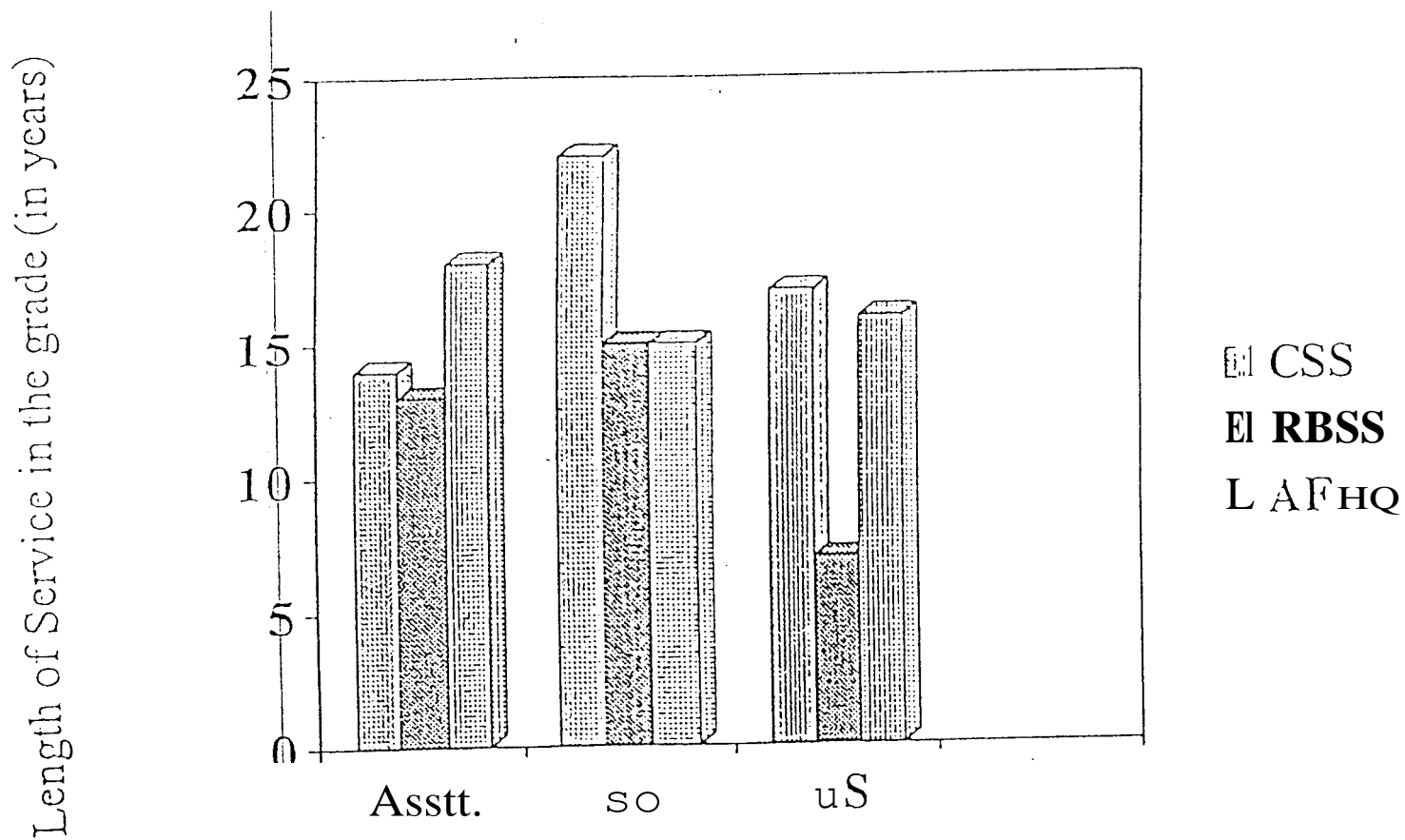
TABLE - AI

No.	Grade/Equivalent	CSS			RBSS			AFHQ Service		
		Regular (Yrs)	Ad-hoc (Yrs)	In situ (Yrs)	Regular (Yrs)	Ad-hoc (Yrs)	In-situ (Yrs)	Regular (Yrs)	Ad-hoc (Yrs)	In situ (Yrs)
	Assistant	14	Varies from cadre to cadre	-	13	11	-	18	13	-
	Section Officer	22*	19	13	15	11	10	15	09	-
	Under Sec	17**	15	11	07	-	05	16	-	09

* Select Lists of US up to 1990 are published. 11 more Select Lists from 1991 to 2001 are yet to be published.

** Select Lists of DS up to 1993 are published. 8 more Select Lists from 1994 to 2001 are yet to be published.

PRESENT Career Progression in CSS vis-à-vis RBSS & AFHQ Service



- Note:
- (i) Officers of CSS are eligible for appointment against the posts of Director, Joint Secretary and above under the Central Staffing Scheme.
 - (ii) Officers of RBSS and AFHQ Civil Service are not covered wider Central Staffing Scheme and hence are not eligible for such appointments.

Annexure-VI

Select List Year, covered for promotion to the next higher grade in CSS

TAB LE-A2

S.	Grades		In-situ	Ad hoc	-
1	Assistant		Not Applicable	Decentralised into 33 cadres. Select List year varies from cadre to cadre.	Up to 1986 Select List
2	Section* Officer	Direct Recruit	Not Applicable	Up to 1992 batch	Up to 1981 batch
		Promotee	Upto 1987 Select List	Up to 1982 Select List	Up to 1978 Select List
3	Under Secretary**		Up to 1990 Select List	Up to 1986 Select List	Up to 1984 Select List

Select Lists of US upto 1990 are published. 11 more Select Lists from 1991 to 2001 are yet to be published.

**** Select Lists of DS upto 1993 are published. 08 more Select Lists from 1994 to 2001 are yet to be published.**

Abbreviations

AFHQCS	Armed Forces Headquarters Civil Services
CAT	Central Administrative Tribunal
CS Division	Central Services Division
CSL	Common Seniority List
CSS	Central Secretariat Service
CSSS	Central Secretariat Stenographers--- Service
DANICS	Delhi, Andaman & Nicobar Island Civil Service
DAMPS	Delhi, Andaman & Nicobar Island Police Service
DR	Direct Recruitment
DR SO	Direct Recruit Section Officer
DS	Deputy Secretary
E.O. Division	Establishment Officer's Division
Gr.	Group
LDCE	Limited Departmental Competitive Examination
LDC	Lower Division Clerk
PA	Personal Assistant
PPS	Principal Private Secretary
PS	Private Secretary
RBSS	Railway Board Secretariat Service
SL	Select List
S.O.	Section Officer
SSC	Staff Selection Commission
Steno	Stenographer
Sr. PPS	Senior Principal Private Secretary
TOR	Terms of Reference
UDC	Upper Division Clerk
UPSC	Union Public Service Commission
US	Under Secretary./