

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT
B-WING, 7TH LEVEL, DELHI SECRETARIAT,
NEW DELHI-110002

No. F.2(2)/RR/Committee/2018/S-IV/Pt. file /1541-1547

Dated: 09/08/2018

Meeting Notice

Sub: - **Restructuring of DASS/Stenographer Cadre under Govt. of NCT of Delhi-
regarding**

Services Department vide letter(s) of even number dated 27/07/2018 has sought the information regarding number of posts to be created/abolished in the department concerned in enclosed pro-forma by 02/08/2018, from all the departments of GNCTD. But, the requisite information has not been received in this department till date.

2. The Secretary (Services) has, therefore, decided to convene a meeting of all the department of GNCTD in this regard, as per meeting schedule annexed herewith, in the Conference Room at B Wing, 7th Level, Delhi Secretariat, New Delhi.

3. Kindly depute a senior officer not below the rank of Addl. Secretary to attend the meeting alongwith requisite information regarding number of posts to be created/abolished in the department concerned, in enclosed proforma(s).

Encl: As above

(C.UDAY KUMAR)
SPECIAL SECRETARY (SERVICES)

Contd...

To,

The Pr. Secretary/Secretary/Head of Departments, Govt. of NCT of Delhi (as per enclosed)

No. F.2(2)/RR/Committee/2018/S-IV/Pt. file /1541-1547

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Copy to:-

1. The Principal Secretary to Hon'ble Lt. Governor, Delhi
2. The Staff Officer to Chief Secretary, GNCTD.
3. PS to Secretary (Services)/PA to Special Secretary (Services)-I/ PA to Additional Secretary/Dy. Secretary for information.
4. Section Officer (Co-ordination), Services Department, GNCTD with the direction to upload this letter on the web-site of Services Department.
5. Guard File.

PROFORMA
(to be filled by departments)

INFORMATION IN RESPECT OF DASS CADRE OFFICER/OFFICIALS

Name of the Department* :

Name of the In-charge/H.O.O.:
with contact number (Mobile/Landline).....

i). **Creation of posts in DASS Cadre****

Grade	Sanctioned Post	Filled Posts	Vacant Post	Creation of additional posts		
				No. of posts	Designation and sections for which posts to be created	Justification for creation of posts
Grade-I (DASS)						
Grade-II (DASS)						

ii). **Abolition of posts in DASS Cadre**

Grade	Sanctioned Post	Filled Posts	Vacant Post	Abolition of posts	
				No. of posts	Designation and sections for which posts to be abolished
Grade-III (DASS)					
Grade-IV (DASS)					

* Information in respect of the departments viz. Revenue, PAO, Education, Social Welfare, Women and Child Development, I&FC should be submitted by the Head Quarter after compiling the information from its' field offices. The information submitted by the respective field offices directly will not accepted.
** Priority for creation be indicated in order of priority.

(Signature of HOD/HOO)
Name of HOD/HOO with seal

PROFORMA
(to be filled by departments)

INFORMATION IN RESPECT OF STENO CADRE OFFICER/OFFICIALS

Name of the Department* :

Name of the In-charge/H.O.O.:
with contact number (Mobile/Landline).....

i). **Creation of posts in Steno Cadre****

Grade	Sanctioned Post	Filled Posts	Vacant Post	Creation of additional posts		
				No. of posts	Designation and sections for which posts to be created	Justification for creation of posts
Principal Private Secretary						
Private Secretary						

**The post for creation be indicated in order of priority.

ii). **Abolition of posts in Steno Cadre**

Grade	Sanctioned Post	Filled Posts	Vacant Post	Abolition of posts	
				No. of posts	Designation and sections for which posts to be abolished
Personal Assistant					
Stenographer					

*Note:-Information in respect of the departments viz. Revenue, PAO, Education, Social Welfare, Women and Child Development, I&FC should be submitted by the Head Quarter after compiling the information from its' field offices. The information submitted by the respective field offices directly will not be accepted.

(Signature of HOD/HOO)
Name of HOD/HOO with seal

**Meeting Schedule for creation/abolition of posts for Cadre Restructuring of
DASS/Steno Cadre**

Sl. No.	NAME OF THE DEPARTMENT	Date of Meeting
1.	ACHARYASHREE BHIKSHU GOVT. HOSPITAL	13/08/2018 (11:00AM to 12:30PM) Morning Session
2.	ADMINISTRATIVE REFORMS DEPARTMENT	
3.	AGRICULTURAL MARKETING DTE. OF	
4.	AMBEDKAR INSTITUTE OF ADVANCE COMMUNICATION & TECHNOLOGIES & RESEARCH	
5.	DEPTT. OF ARCHAEOLOGY	
6.	ART, CULTURE & LANGUAGE DEPTT.	
7.	ARUNA ASAF ALI GOVERNMENT HOSPITAL	
8.	ATTAR SAIN JAIN EYE & GENERAL HOPSITAL	
9.	DTE. OF AUDIT	
10.	AYUSH DIRECTORATE OF, A&U TIBBIA COMPLEX	
11.	BABU JAGJIVAN RAM MEMORIAL HOSPITAL	
12.	BHAGWAN MAHAVIR HOSPITAL	
13.	CH. BRAHM PRAKASH, GOVT. ENGINEERING COLLEGE, JAFFARPUR	
14.	DEPARTMENT OF TRADE & TAXES	
15.	CHIT FUND DEPARTMENT	
16.	COLLEGE OF ART	13/08/2018 (04:00PM to 05:30 PM) afternoon session
17.	CHIEF ELECTORAL OFFICER	
18.	DEEN DAYAL UPADHAYAY HOSPITAL	
19.	DEEP CHAND BANDHU HOSPITAL	
20.	DEPARTMENT OF DELHI ARCHIVES	
21.	DELHI FIRE SERVICE	
22.	DELHI INSTITUTE OF PHARMACEUTICAL SCIENCE & RESEARCH (COLLEGE OF PHARMACY)	
23.	DELHI LEGISLATIVE ASSEMBLY SECRETARIAT	
24.	DELHI SUBORDINATE SERVICES SELECTION BOARD	
25.	DEVELOPMENT DEPARTMENT	
26.	DEPARTMENT OF SOCIAL WELFARE	
27.	DR. B.R. SUR HOMEOPATHIC MEDICAL COLLEGE, HOSPITAL & RESEARCH CENTRE	14/08/2018 (10:00AM to 12:30PM) Morning Session
28.	DR. BABA SAHEB AMBEDKAR HOSPITAL	
29.	DR. HEDGEWAR AROGYA SANSTHAN	
30.	DR. N C JOSHI MOEMORIAL HOSPITAL	
31.	DRUGS CONTROL DEPARTMENT	
32.	DTE. OF ECONOMICS & STATISTICS AND OFFICE OF THE CHIEF REGISTRAR (BIRTH & DEATHS)	
33.	GURU TEGH BAHADUR HOSPITAL	
34.	EMPLOYMENT DTE.	

35.	ENVIRONMENT DEPARTMENT	
36.	EXCISE, ENTERTAINMENT & LUXURY TAX	
37.	DTE. OF FAMILY WELFARE	
38.	DEPARTMENT OF WOMEN & CHILD DEVELOPMENT	
39.	DEPTT. FOR THE WELFARE OF SC/ST/OBC/MINORITIES	
40.	FORENSIC SCIENCE LABORATORY	14/08/2018 (04:00PM to 05:30 PM) afternoon session
41.	DEPTT. OF FORESTS & WILD LIFE	
42.	G. B. PANT ENGINEERING COLLEGE	
43.	GENERAL ADMINISTRATION DEPARTMENT	
44.	GOBIND BALLABH PANT INSTITUTE OF POST GRADUATE MEDICAL EDUCATION & RESEARCH	
45.	DIRECTORATE OF GURDWARA ELECTION	
46.	DEPTT. OF TRAINING & TECHNICAL EDUCATION	
47.	GURU GOBIND SINGH GOVT. HOSPITAL	16/08/2018 (10:00AM to 12:30PM) Morning Session
48.	GURU NANAK EYE CENTRE	
49.	HEALTH & FAMILY WELFARE DEPTT.	
50.	DTE. GENERAL OF HEALTH SERVICES	
51.	DEPTT. OF HIGHER EDUCATION	
52.	HOME GUARDS	
53.	DEPTT. OF INDUSTRIES	
54.	DTE. OF INFORMATION & PUBLICITY	
55.	INFORMATION TECHNOLOGY DEPARTMENT	
56.	JAG PRAVESH CHANDRA HOSPITAL	
57.	LABOUR DEPARTMENT	
58.	LAL BAHADUR SHASTRI HOSPITAL	
59.	LAND & BUILDING DEPARTMENT	16/08/2018 (04:00PM to 05:30 PM) afternoon session
60.	LAW, JUSTICE & LEGISLATIVE AFFAIRS	
61.	LOK NAYAK HOSPITAL	
62.	LOKAYUKTA OFFICE OF THE	
63.	LT. GOVERNOR'S SECRETARIAT	
64.	IRRIGATION & FLOOD CONTROL DEPARTMENT	
65.	MAHARISHI VALMIKI HOSPITAL	
66.	FOOD & SUPPLIES AND CONSUMER AFFAIRS	17/08/2017 (10:00AM to 12:30PM) Morning Session
67.	MAULANA AZAD MEDICAL COLLEGE	
68.	NCC DEPARTMENT	
69.	NEHRU HOMEOPATHIC MEDICAL COLLEGE & HOSPITAL	
70.	PLANNING DEPARTMENT	
71.	PRINCIPAL ACCOUNTS OFFICE	
72.	THE DIRECTORATE GENERAL of PRISONS	
73.	DTE. OF PROHIBITION	
74.	DTE. OF PROSECUTION	
75.	PT. MADAN MOHAN MALAVIYA HOSPITAL	

76.	PUBLIC GRIEVANCES COMMISSION	17/08/2017 (04:00PM to 05:30 PM) afternoon session
77.	RAO TULA RAM MEMORIAL HOSPITAL	
78.	REHABILITATION SERVICES	
79.	REVENUE DEPARTMENT (HQ and all Eleven Districts)	
80.	RURAL DEVELOPMENT	
81.	SANJAY GANDHI MEMORIAL HOSPITAL	20/08/2018 (10:00AM to 12:30PM) Morning Session
82.	SARDAR VALLABH BHAI PATEL HOSPITAL	
83.	SATYAWADI RAJA HARISH CHANDRA HOSPITAL	
84.	TRANSPORT DEPARTMENT	
85.	URBAN DEVELOPMENT	
86.	VIGILANCE DIRECTORATE	20/08/2018 (04:00PM to 05:30 PM) afternoon session
87.	REGISTRAR OF COOPERATIVE SOCIETIES	
88.	SHRI DADA DEV MATRI AVUM SHISHU CHIKSALAYA	
89.	TOURISM DEPARTMENT	
90.	WEIGHTS & MEASURES DEPARTMENT	