

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT
LEVEL 7, B WING, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI – 110 001**

No.F.2(2)/RR/Committee/2018/S-IV/Pt. file/1698-1703 Dated: 31/08/18

MEETING NOTICE

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

Services Department had convened a meeting vide notice dated 09.08.2018 of all the departments of GNCTD with the request to 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, but a large number of departments (as per list) have neither attended the meeting nor provided requisite information.

The Secretary (Services) has directed to convene the last and final meeting, on 05/09/2018 and 06/09/2018 as per schedule enclosed, of all such departments which have not provided the requisite information. In case no information is received from these departments, it would be presumed that there is no requirement of additional post(s) in these departments.

It is, therefore, requested to 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).



(RANJEET SINGH)

ADDL. SECRETARY (SERVICES)

Encl: As above

To,

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

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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.



(RANJEET SINGH)

ADDL. SECRETARY (SERVICES)

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 etc. should be submitted by the Head Quarter after compiling the information from its' field offices. The information submitted by the respective filed offices directly will not be accepted.

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

PROFORMA
(to be filled by departments)

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(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.	ADMINISTRATIVE REFORMS DEPARTMENT	05/09/2018 (11:00AM to 12:00PM) Morning Session
2.	DTE. OF AGRICULTURAL MARKETING	
3.	AMBEDKAR INSTITUTE OF ADVANCE COMMUNICATION & TECHNOLOGIES & RESEARCH	
4.	ART, CULTURE & LANGUAGE DEPTT.	
5.	ARUNA ASAF ALI GOVERNMENT HOSPITAL	
6.	ATTAR SAIN JAIN EYE & GENERAL HOSPITAL	
7.	CH. BRAHM PRAKASH, GOVT. ENGINEERING COLLEGE, JAFFARPUR	
8.	RAO TULA RAM MEMORIAL HOSPITAL	
9.	CHIT FUND DEPARTMENT	
10.	COLLEGE OF ART	
11.	CHIEF ELECTORAL OFFICER	
12.	DEPARTMENT OF DELHI ARCHIVES	
13.	DELHI FIRE SERVICE	
14.	DELHI INSTITUTE OF PHARMACEUTICAL SCIENCE & RESEARCH (COLLEGE OF PHARMACY)	
15.	DELHI LEGISLATIVE ASSEMBLY SECRETARIAT	
16.	DTE. OF ECONOMICS & STATISTICS AND OFFICE OF THE CHIEF REGISTRAR (BIRTH & DEATHS)	05/09/2018 (04:00PM to 05:00 PM) afternoon session
17.	ENVIRONMENT DEPARTMENT	
18.	EXCISE, ENTERTAINMENT & LUXURY TAX	
19.	FORENSIC SCIENCE LABORATORY	
20.	DEPTT. OF FORESTS & WILD LIFE	
21.	GENERAL ADMINISTRATION DEPARTMENT	
22.	GOBIND BALLABH PANT INSTITUTE OF POST GRADUATE MEDICAL EDUCATION & RESEARCH	
23.	DEPTT. OF INDUSTRIES	
24.	INFORMATION TECHNOLOGY DEPARTMENT	
25.	LAL BAHADUR SHASTRI HOSPITAL	
26.	LAW, JUSTICE & LEGISLATIVE AFFAIRS	
27.	LOKAYUKTA OFFICE OF THE	

28.	LT. GOVERNOR'S SECRETARIAT	06/09/2018 (11:00AM to 12:00PM) Morning Session
29.	MAHARISHI VALMIKI HOSPITAL	
30.	FOOD & SUPPLIES AND CONSUMER AFFAIRS	
31.	MAULANA AZAD MEDICAL COLLEGE	
32.	NCC DEPARTMENT	
33.	NEHRU HOMEOPATHIC MEDICAL COLLEGE & HOSPITAL	
34.	PLANNING DEPARTMENT	
35.	PRINCIPAL ACCOUNTS OFFICE	
36.	THE DIRECTORATE GENERAL of PRISONS	
37.	DTE. OF PROHIBITION	
38.	DTE. OF PROSECUTION	
39.	PUBLIC GRIEVANCES COMMISSION	
40.	DEPARTMENT OF TRADE & TAXES	06/09/2018 (04:00PM to 05:00 PM) afternoon session
41.	REHABILITATION SERVICES	
42.	REVENUE DEPARTMENT (HQ and all Eleven Districts)	
43.	RURAL DEVELOPMENT	
44.	SANJAY GANDHI MEMORIAL HOSPITAL	
45.	SARDAR VALLABH BHAI PATEL HOSPITAL	
46.	URBAN DEVELOPMENT	
47.	SHRI DADA DEV MATRI AVUM SHISHU CHIKSALAYA	
48.	WEIGHTS & MEASURES DEPARTMENT	