

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/1447-1456

Dated: 27/07/18

To,

The Pr. Secretary/Secretary/Head of Departments

.....

Govt. of NCT of Delhi

.....

.....

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

Sir/Madam,

I am directed to invite your kind attention to Office Memorandum No. F.2(2)/RR/Committee/2018/S-IV/1336-1345 dated 16/07/2018 vide which the 'in principle' approval of the Hon'ble Lt. Governor, Delhi for restructuring of Stenographer Cadre was conveyed and the para-2(i) of the said OM which relates to the number of posts to be created/abolished for restructuring of Steno Cadre.

I am also directed to refer to the aforementioned OM which stipulates that the process of creation/abolition/identification of posts shall be taken up with the departments concerned, Administrative Reforms Department and Finance Department as per extant rules.

The copy of the aforementioned OM No. F.2(2)/RR/Committee/2018/S-IV/1336-1345 dated 16/07/2018 is attached herewith for ready reference.

All the Pr. Secretaries/Secretaries/ Head of Departments are, therefore, requested to provide the information regarding number of posts to be created/abolished in the department concerned in enclosed proforma, as per Annexure-I and Annexure-II, to the Services Department by **02/08/2018** positively, to enable this department for taking a comprehensive view for manpower management of restructured Steno Cadre. The soft copy containing the requisite information may also be provided at email ID secservices@nic.in.

Encl: As above

Yours faithfully,

(C.UDAY KUMAR)

SPECIAL SECRETARY (SERVICES)

Contd...

Ng. F.2(2)/RR/Committee/2018/S-IV/1447-1456

Dated: 27/7/18

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 (Services-III), Services Department, GNCTD for taking necessary action.
5. Section Officer (Co-ordination), Services Department, GNCTD with the direction to upload this letter on the web-site of Services Department.
6. Guard File.

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

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/ 1336-1345

Dated: 16/7/18

OFFICE MEMORANDUM

Subject:- **Restructuring of Stenographers Cadre of Govt. of NCT of Delhi.**

The undersigned is directed to convey that pursuant to the submission of the report of the three member Committee constituted with the approval of the Hon'ble Lt. Governor to look into the grievances of Government employees of Government of NCT of Delhi including restructuring of DASS/Stenographer Cadre, the report of the said Committee has been examined.

2. The Hon'ble Lt. Governor, being the Competent Authority, in exercise of the powers conferred by the proviso to Article 309 of the Constitution read with the Government of India, Ministry of Home Affairs' Notification No.F.27/59-Him (i), dated the 13.07.1959 r/w Notification S.O.3531 dated 24.09.1968, notification dated 01.02.1968 r/w notification dated 02.07.2008 r/w notification dated 21.02.2011 and the delegation of powers for creation of posts conveyed vide letter No. U.14011/134/95-Delhi-II dated 23.05.1996 and U.14011/134/96-Delhi-II dated 01.01.1997 of Government of India, Ministry of Home Affairs, and all other powers enabling him in this behalf, has accorded '**in principle**' approval for implementation of the following recommendations:-

(i) **Creation/Abolition of Posts**

- (a) Creation of 43 (102#) posts of Private Secretary and 46 (61#) posts of Principal Private Secretary;
- (b) Abolition of 108 posts of Stenographers and 55 posts of Personal Assistant.

#:- Enhanced posts subject to acceptance of the recommendations of the MHA regarding enhancement of cadre strength of IAS in GNCTD.



(ii) **Residency period for promotion to next higher grade**

- (a) Residency period for promotion from Stenographers to Personal Assistant will be ten (10) years regular service in the grade
- (b) Residency period for promotion from Personal Assistant to Private Secretary will be five (5) years regular service in the grade.
- (c) The promotion to the post of Principal Private Secretary will be considered only after the officers undergo and complete the mandatory in-service training of two weeks to be organized by UTCS.

(iii) **Promotion through Limited Departmental Competitive Examination (LDCE)**

- (a) 15% of the posts under promotional quota of Personal Assistant to be filled up through LDCE from Stenographers and the residency period for promotion through LDCE will be five (05) years of regular service in the grade.
- (b) 15% of the posts under promotional quota of Private Secretary to be filled up through LDCE from Personal Assistant and the residency period for promotion through LDCE will be three (03) years of regular service in the grade.

3. The process of creation/abolition/identification of posts in Stenographer Cadre shall be taken up with the departments concerned, Administrative Reforms Department and Finance Department as per extant rules.

4. The necessary amendment to Service Rules of Stenographer Cadre shall be taken up with the UPSC.

5. This issues with the prior approval of the Hon'ble Lt. Governor, Delhi


(C.UDAY KUMAR)

SPECIAL SECRETARY (SERVICES)

All Principal Secretaries/Secretaries
/HoDs/Local/Autonomous Bodies,
Government of NCT of Delhi, New Delhi/Delhi

No. F.2(2)/RR/Committee/2018/S-IV/1336-1345

Dated: 16/7/18

Copy to:-

1. The Joint Secretary (UT), Ministry of Home Affairs, Govt. of India, North Block, Delhi with reference to letter No. U.14011/134/96-Delhi-II dated 01.01.1997 for information.
2. The Principal Secretary to Hon'ble Lt. Governor, Delhi.
3. The Staff Officer to Chief Secretary, GNCTD.
4. The Director (Training), UTCS, GNCTD.
5. PS to Secretary (Services)/PA to Special Secretary (Services)-I/ PA to Additional Secretary/Dy. Secretary for information.
6. Section Officers (Services-IV), Services Department, GNCTD for taking necessary action.
7. Section Officer of all the branches of Services Department
8. Section Officer (Co-ordination), Services Department, GNCTD with the direction to upload this Office Memorandum on the web-site of Services Department.
9. Guard File.