



सा./No.: 5-1(211)/2014-PD

दिनांक/Dated: 16.10.2020

प्रेषक/ From: संयुक्त सचिव (प्रशासन)  
Joint Secretary (Admn.)

सेवा में / To : सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एककों के निदेशक/प्रधान  
The Directors / Heads of all CSIR National Labs./Instts./Hqrs./Units

विषय/ Sub: Option to switch over to the newly created Stenographic cadre – reg.

महोदय/Sir/ महोदया/Madam,

I am directed to refer point (2) to this office letter of even number dated 22.06.2020 vide which it has already been notified that the Stenographic Cadre has been separated from the General Cadre and their promotional avenues has been made as per the recommendations of the Committee for the Restructuring and Review of the Administrative Cadres of CSIR and by DoPT, which was duly approved by the Governing Body, CSIR in its 191<sup>st</sup> meeting held on 26.04.2019. The composition of the newly created Stenographic Cadre is as follows:

Sl. No	Designation	Classification		SS
		Pay level	Group	
1.	Principal Staff Officer (PSO)	13	'A'	2
2.	Sr. Principal Private Secretary (Sr.PPS)	12	'A'	7
3.	Principal Private Secretary (PPS)	11	'A'	37
4.	Private Secretary (PS)	8/10	'B'	157
5.	Sr.Stenographer (Sr.Steno)	7	'B'	205
6.	Jr.Stenographer (Jr.Steno)	4	'C'	185
<b>TOTAL</b>				<b>593</b>

- The Committee for the Restructuring and Review of the Administrative Cadres of CSIR has also recommended the detailed Functions & Responsibilities of the newly created Stenographic Cadre, which was duly approved by the Governing Body of CSIR in it's 188<sup>th</sup> Meeting held on 22.11.2016. The same is annexed herewith for information, guidance and compliance.
- CSIR Circular letter No.33(113)/87-E.I dated 5<sup>th</sup> April, 1994 covering method and ratio for promotion of Private Secretary (PS) to Under Secretary(US)/Administrative Officer (AO) has become null and void as Stenographic Cadre has been separated and their career progression would be in the newly created Stenographic Cadre.
- Existing incumbents in General cadre who initially joined CSIR Service in the Stenographic Cadre and subsequently got promoted through DPC and presently working as US(AO) / DS (COA) are hereby given a one-time option to switch over to the corresponding level of the newly created cadre for stenographic staff (*Form attached*). Those who do not opt within the due date (i.e 02.11.2020) or specifically opt to remain in the General Cadre, will continue to remain in the General Cadre permanently and be governed by the Rules pertaining to General Cadre including the incidence of transfer to Labs/Instts. as per CSIR posting & transfer policy. The preference / option exercised will be final and irreversible.

*संयुक्त सचिव*

Contd...

5. In accordance with the provisions of ASRP 2020 (as approved by the 194<sup>th</sup> GB meeting of CSIR held on 28.04.2020), those incumbents who switch over from the General Cadre to the Stenographic Cadre by exercising the one-time option, from the post of Deputy Secretary/Controller of Administration/Under Secretary/Administrative Officer, the service rendered in the corresponding post in the General Cadre shall also be counted as approved service in the Stenographic Cadre. In other words, the service already rendered in the same grade in General cadre will be counted as approved service for the purpose of residency period for considering the entitlement for promotion to the next grade in the Stenographic Cadre.
6. The Deputy Secretaries (DS)/Controllers of Administration(COA) who exercise the one time option and switch over to the newly created Stenographic Cadre as Sr.Principal Private Secretaries (Sr.PPS) will continue to retain the same order of seniority vis-à-vis one another in the new Stenographic Cadre. Similarly, the Under Secretaries(US) / Administrative Officers (AO) who switch over to the newly created Stenographic Cadre as Principal Private Secretaries (PPS) will continue to retain the same order of seniority vis-à-vis one another in the new Stenographic Cadre. In other words, on switching over to the newly created stenographic cadre, the inter-se seniority of the officers will be in the same order as it was in the corresponding level in the general cadre and any previous order of seniority will not be taken into consideration.
7. The DS (COA)/US (AO) who opt to switch over to the newly created stenographic cadre shall hold the substantive posts in the Stenographic Cadre (i.e.,Sr.PPS / PPS) but will continue to perform the duties and responsibilities of DS (COA) / US (AO) (as the case may be) till the Competent Authority in CSIR Hqrs. allows them to hold their equivalent cadre positions (i.e., Sr.PPS / PPS) in the Stenographic Cadre. In the event of promotion of such officers in the newly created stenographic cadre, these officers will continue to hold the substantive posts in the stenographic cadre but will perform the duties in general cadre in the equivalent posts (with general cadre designations) till such time, the Competent Authority in CSIR Hqrs. permits them to actually work in the Stenographic Cadre.

You are requested kindly to bring the contents of this letter to the notice of all the concerned officials of your Lab/Instts. and obtain the option in the prescribed format (*copy attached*) in writing which should positively reach the undersigned latest by **02.11.2020** (through e-mail as well as hard copy).

संलग्न/Encl. : यथोपरि/As above

भवदीय/Yours faithfully,



(बी.के.सिंह / B.K.Singh)

उप सचिव/ Deputy Secretary  
(नीति प्रभाग/ Policy Division)

प्रतिलिपि/Copy to:

1. All Officers concerned
2. DS to DG, CSIR
3. PS to JS(Admin), CSIR
4. Sr.COA/COA/AO of all CSIR Labs/Instts.
5. DS (HR-I), CSIR Hqrs.
6. Head, IT Division - with the request to upload this letter along with attachments on the CSIR website & Policy Repository
7. कार्यालय प्रति/Office copy.

## **Functions & Responsibilities of Stenographic Cadre**

### **PSO/Sr. PPS Grade :-**

1. Management and supervision of personal section of the Officer.
2. Knowledge of the key result areas, vision mission of the Council/Lab./Institutes.
3. Facilitation meetings
4. E-tracking of files and important papers
5. Co-coordinating parliamentary work
6. Facilitating grievance handling
7. Handling phone calls
8. E-monitoring management system of important references
9. Preparation of minutes of important meetings taken by Officer, in case directed.
10. Handling co-ordination work.
11. Protocol duties

### **PPS Grade:-**

1. Management and supervision of personal section
2. Facilitating meeting
3. E-tracking of files and important papers
4. Coordinating parliamentary work
5. Facilitation grievance handling
6. Taking dictation and typing
7. Handling phone calls
8. Maintaining engagements, preparing tour programmes and travel arrangements.
9. E-monitoring management system of important references.
10. Preparation of minutes of important meetings taken by Officer.
11. Handling co-ordinating work.
12. Protocol duties.

### **PS Grade:-**

1. Taking dictations and typing
2. Handling telephone calls
3. Handling visitors
4. Maintaining engagements, preparing tour programmes and travel arrangements
5. E-tracking of files and important papers
6. Handling parliamentary work
7. Diarizing files and papers
8. E-monitoring management system of important references

### **Sr. Steno/Jr. Steno Grade:-**

1. Taking dictations and typing
2. Handling telephone calls
3. Handling visitors
4. Maintaining engagements, preparing tour programmes and travel arrangements
5. E-tracking of files and important papers
6. Handling parliamentary work
7. Diarizing files and papers
8. E-monitoring management system of important references

*Am/02*

**FORM OF OPTION**

**TO  
SWITCH OVER FROM  
GENERAL CADRE TO STENOGRAPHIC CADRE**

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I, ..... (name) joined CSIR service as..... on..... and am currently working as ..... Under Secretary (Administrative Officer) / Deputy Secretary (Controller of Administration) w.e.f..... Now in pursuance of CSIR letter No. 5-1(211)/2014-PD dated ....., I hereby opt :

- (A) To switch over to the corresponding level of the newly created cadre for stenographic staff.**
  
- (B) To remain in the General Cadre.**

I fully understand the conditions stipulated in Paras 3,4,5,6 & 7 of the CSIR letter No.5-1(211)/2014-PD dated ..... I also understand that this option exercised by me is irreversible.

Place .....

Date .....

Signature .....

Name .....

Designation.....

Office .....

Employee ID No. ....