

12030/1/2014-SSS
Ministry of Statistics & Programme Implementation
SSS Division

Room No. 528, Sardar Patel Bhawan,
Sansad Marg, New Delhi – 110 001
Dated: 20th March, 2014

OFFICE MEMORANDUM

Subject: Manpower allocation of Subordinate Statistical Services post in participating Ministries/Departments/Organisations of SSS-reg.

The undersigned is directed to forward herewith the prescribed pro-forma requesting information in respect of Senior Statistical Officer (erstwhile S.I. Grade-I) and Junior Statistical Officer (erstwhile S.I. Grade-II), of Subordinate Statistical Service (SSS).

2. All participating Ministries/Departments/Organisations are required to furnish information in respect of in-position and vacant posts of SSS Cadre in an office as per the prescribed pro-forma (**Annex-I**) and requisite information in respect of incumbents of SSS Cadre together with their **Name** and **Employee Code** in the prescribed pro-forma (**Annex-II**).

3. As regular promotion from Junior Statistical Officer (JSO) to Senior Statistical Officer (SSO) is likely to be considered shortly by the SSS Cadre, all participating Ministries/Departments/Organisations are, therefore, requested to provide details of ad-hoc promotees, who have not yet been relieved/not joined at their new place of posting alongwith the requisite information in prescribed pro-forma on priority.

4. All participating Ministries/Departments/Organisations are also requested to furnish monthly statement relating to sanctioned and in-position strength of SSO and JSO of SSS as on the first day of every month for proper maintenance of SSS database. The information called for is obligatory to be provided to SSS Division as per Section 4 of RTI Act, 2005.

5. It is also requested that duly filled-in Proforma may kindly be authenticated by the Head of Office and sent by Speed Post as well as by e-mail to:

cmis.sssdivision@gmail.com.

Saraswathy
(K. Saraswathy)

**Under Secretary to the Government of India
Tel. 011-23742176**

Enclosure: As Above.

Copy for information and necessary action to:

1. All the participating Ministries/Departments/Organisations of SSS.
2. Computer Centre, MoS&PI, R.K. Puram, New Delhi with the request to place on the official website of Ministry under the Miscellaneous/What is new link of SSS.

Dy. No. 630 /DDG (P)
उपरी संख्या
Date 27.3.14
तारीख

His unit
09 CMN

**PROFORMA FOR INFORMATION IN RESPECT OF IN-POSITION AND VACANT POST OF SUBORDINATE STATISTICAL SERVICE
(Senior Statistical Officer and Junior Statistical Officer) as on 01.03.2014**

Ministries/Departments/Organisations:

Sl. No.	Name of the Office / Department / Organisation (Station Wise)	S.S.O.			J.S.O.		
		Sanctioned	In-position	Vacant	Sanctioned	In-position	Vacant
1.							
2.							

**PROFORMA FOR INFORMATION IN RESPECT OF THE INCUMBENTS OF SUBORDINATE STATISTICAL SERVICE
(Senior Statistical Officer and Junior Statistical Officer) as on 01.03.2014**

Ministries / Departments / Organisations.....

Sl. No.	Employee Code	Name	Date of Birth	Present Place of Posting	Post held in SSS	Status: Under Posting/ Transfer or Joined / Not Joined	Ex. Serviceman/ Handicapped: Self/Spouse/ Children Spouse working in Central Govt/PSU/ State Govt. / Govt. recognised sector	Remarks

In Remarks column it may also be specified whether the incumbents are under order of promotion / transfer, reason for excess / surplus incumbents, if any.