



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
(MINISTRY OF LABOUR & EMPLOYMENT, GOVT. OF INDIA)

मुख्यालय/ HEAD OFFICE
भविष्य निधि भवन
BHAVISHYA NIDHI BHAWAN
14, भीकाजी कामा प्लेस, नई दिल्ली-110066
14-BHIKAJI CAMA PLACE, NEW DELHI-110066

संख्या : एच आर डी/4(1)2011/misc./circular

दिनांक:

सेवा में,

← 26668

5 सितम्बर
SEP 2011

सभी अपर केंद्रीय भविष्य निधि आयुक्त
सभी क्षेत्रीय भविष्य निधि आयुक्त
क्षेत्रीय भविष्य निधि आयुक्त (स्थानीय प्रशासन)
प्रभारी अधिकारी, उप क्षेत्रीय कार्यालय

विषय: Creation of a new grade of UDC (NFSG) and Stenographer Grade 'D' (NFSG) in CSCS and CSSS respectively.

महोदय / महोदया,

उपर्युक्त विषय पर Govt. of India, Ministry of Personnel, Public Grievances & pensions (DoP&T) के कार्यालय ज्ञापन/पत्र संख्या No. 20/49/2009-CS.II (B) दिनांक 22.06.2011 का एक प्रति सूचना, मार्गदर्शन तथा उचित कार्रवाई हेतु प्रेषित है।

भवदीय

उदय बखशी

(उदय बखशी)

क्षेत्रीय भविष्य निधि आयुक्त - II

प्रतिलिपि:

1. केंद्रीय भविष्य निधि आयुक्त के निजी सचिव
2. विनोद मल्लहकार एत मुख्य लेखाधिकारी / सभी अपर केंद्रीय भविष्य निधि आयुक्त के निजी सचिव
3. निदेशक, गार्डरस
4. मुख्य सतर्कता अधिकारी / सभी उप निदेशक, सतर्कता
5. मुख्य अभियंता के निजी सचिव
6. प्रभारी अधिकारी, सभी आंचालक प्रशिक्षण संस्थान
7. सभी आंतरिक लेखा परीक्षा अधिकारी
8. क्षेत्रीय भविष्य निधि आयुक्त (प्रशासन), मुख्यालय
9. मुख्यालय के सभी अधिकारी - सभी निजी सचिव - सभी अनुभाग अधिकारी
10. महासचिव, इ.पी.एफ. आफिस एसोसिएशन, गुवाहाटी
11. महासचिव, अलि इंडिया इ.पी.एफ. स्टाफ फेडरेशन, बेंगलूर
12. महासचिव, अलि इंडिया इ.पी.एफ. एस सी/एस टी फेडरेशन, नई दिल्ली
13. टी. बी. नि. जा. (एन. डी. सी.) ब्रॉडसाईट पर अपलोड करने हेतु।
14. गार्ड फाइल

उदय बखशी

(उदय बखशी)

क्षेत्रीय भविष्य निधि आयुक्त - II

No. 20/49/2009-CS.II (B)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

**3rd Floor, Lok Nayak Bhawan, Khan Market,
New Delhi dated 22nd June, 2011**

OFFICE MEMORANDUM

Subject: Creation of a new grade of UDC (NFSG) and Stenographer Grade 'D' (NFSG) in CSCS and CSSS respectively.


It has been decided to create a grade of UDC 'Non Functional Selection Grade' (NFSG) in Central Secretariat Clerical Services (CSCS) cadre and Stenographer Grade 'D' (NFSG) in Central Secretariat Stenographers' Services (CSSS) Cadre in the grade pay of Rs. 4,200/- in Pay Band-2 with immediate effect subject to the following conditions:

- (a) UDCs of CSCS and Stenographers Grade 'D' of CSSS shall be eligible for placement in the Non Functional Selection Grade on completion of 5 years of approved service as UDC/Stenographer Grade 'D' subject to the condition that the total number in the grade will be restricted to 30% of the sanctioned strength (i.e. 1104 in the grade of UDC and 385 in Steno Grade 'D').
- (b) The officials will be placed in the Non Functional Selection Grade as per the following procedure:
 - i) Department of Personnel and Training (DoP&T) will issue a Zone of Consideration for placement of eligible officials in NFSG as per the Common Seniority List prepared and maintained by DoP&T in respect of UDCs of CSCS and Stenographers Grade 'D' of CSSS.
 - ii) An Internal Committee will be constituted by the Cadre Units to review the cases of officials for placement in the Non Functional Selection Grade and to make suitable recommendations.
 - iii) The Committee shall consider the last 5 years ACRs/APARs of the officials. The Committee should satisfy itself that the overall performance of the official is "GOOD" in the last 5 years ACRs/APARs. Such officials would be considered suitable for placement in the 'NFSG'.

Cont...2/-

- iv) There should be no adverse entries in any ACR/APAR. If there are any adverse entries, it should be clearly brought out in the minutes as to why the official has been proposed for Non Functional Selection Grade in spite of adverse entries. The minutes should also include a certificate that there is no other factor or aspect affecting the official which will disqualify him/her for grant of 'Non - Functional Selection Grade'.
- v) SC/ST officials considered for placement in their turn to the 'NFSG' may be included in the Select List of 'NFSG' even if they do not fulfil the criteria as laid down in S.No. (iii) above, provided they are not found unfit by the Committee.

2. This issues with the concurrence of Department of Expenditure, Ministry of Finance vide their U.O. No. 10/1/2010-IC dated 14.6.2011.



(Rajiv Manjhi)
Deputy Secretary to the Govt of India
Tel # 24622365

To,
Director/Deputy Secretary (Admn) of all participating Cadre units of
CSCS and CSSS.