

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

Room No. 528, Sardar Patel Bhawan,  
Sansad Marg, New Delhi – 110 001  
Dated: 1<sup>st</sup> August, 2016

**OFFICE MEMORANDUM**

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

The undersigned is directed to refer to O.M. of even no. dated 29<sup>th</sup> December, 2015 on the subject mentioned above (copy enclosed) whereby it was requested 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**). In the aforementioned O.M. it was requested that requisite information may be furnished to SSS Division on 1<sup>st</sup> of every month, but no information is being received on monthly basis.

2. As regular promotion and transfers from Junior Statistical Officer (JSO) to Senior Statistical Officer (SSO) are made by the SSS Cadre, all participating Ministries/Departments/Organisations are, therefore, requested to provide details of 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.

3. 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.

4. 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 link of SSS.

*DD/ADP*  
↓  
*m/s*

**PROFORMA FOR INFORMATION IN RESPECT OF IN-POSITION AND VACANT POST OF SUBORDINATE STATISTICAL SERVICE  
(Senior Statistical Officer and Junior Statistical Officer) as on 1<sup>st</sup> of Every Month**

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 1<sup>st</sup> of Every Month**

Ministries / Departments / Organisations.....

Sl. No.	Employee Code	Name	Date of Birth	Post held in SSS	Date of Joining at Present Post held	Present Place of Posting	Status: Under Posting/ Transfer or Joined / Not Joined	Posting details since entry in Govt service in chronological order (with date)	Ex. Serviceman/ Handicapped: Self/Spouse/ Children Spouse working in Central Govt/PSU/ State Govt. / Govt. recognised sector

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

**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) are made by the SSS Cadre, all participating Ministries/Departments/Organisations are, therefore, requested to provide details of 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:  
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