

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

Room No. 528, Sardar Patel Bhawan,
Sansad Marg, New Delhi – 110 001
Dated: 29th December, 2015

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:
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.

**PROFORMA FOR INFORMATION IN RESPECT OF IN-POSITION AND VACANT POST OF SUBORDINATE STATISTICAL SERVICE
(Senior Statistical Officer and Junior Statistical Officer) as on 1st 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 1st 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	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.