

4/4/2018-CS.I (D)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

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2<sup>nd</sup> Floor, Lok Nayak Bhavan,  
Khan Market, New Delhi-3  
Dated the 13<sup>th</sup> August, 2018.

**OFFICE MEMORANDUM**

Subject: Rotational Transfer of DS/Director of CSS – regarding

The undersigned is directed to refer to the revised Rotational Transfer Policy published on the website of this Department vide O.M.No.21/2/2009-CS.I(P) dated 16<sup>th</sup> July, 2015. In terms of the revised RTP, Deputy Secretaries/Directors who have completed five years or more in the same Ministry/Department are eligible for transfer. The officers serving in Ministries/Departments as mentioned in Annexure III of RTP have a reduced tenure by one year prescribed for the grade. Certain categories of officers such as, those who are within two years of retirement, etc. are exempted from rotational transfer.

2. In terms of RTP, officers who have completed the normal prescribed tenure in both the Groups would be transferred first and then officers posted in Ministries/ Departments qualifying for one year reduced tenure would be considered for transfer. It has been also provided under RTP that equal number of officers will be transferred and posted to ensure relievers are available for the officers transferred out. This is possible only if the number of officers covered under rotational transfer in both the groups is equal to ensure provision of relievers in place of transferred officers. If there is a mismatch between the number of officers covered under rotational transfer between the Groups, only equal number of officers will be transferred on the basis of higher length of service and the remaining left out officers will be covered in the next round of rotational transfer in the subsequent year.

3. Accordingly, a list of DS/Director who have completed the prescribed tenure of 05 years as well as reduced tenure of 4 years in respect of certain Ministries/Departments as on 01.07.2018 and are not exempted from transfer in terms of the RTP, has been prepared and enclosed (**Annexure**). The list includes 40 officers.

4. The officers concerned should also ensure that their data is complete in all respects in the web based cadre management system at cscms.nic.in. If the data is not complete, it should be first got updated in the system.

5. Ministries/Departments are requested to bring to the notice of this Department the name of any DS/Director against whom any vigilance/disciplinary case is pending in his respective Ministry/Department so

that he/she may not be considered for rotational transfer to facilitate the completion of the proceedings there itself. They are also requested to bring to the notice of this Department the name of any DS/Director who has completed his/her prescribed tenure but has been left out in the proposed list of rotational transfer. There may be some Officers who are presently posted in the outstation offices of some Ministries/Departments. Their cases will be taken up separately as per the provisions of RTP.

6. Ministries/Departments and officers concerned may check the information in the Annexure and bring to the notice of this Department if there is any discrepancy in the list.

7. The requisite information may be furnished **by 24<sup>th</sup> August, 2018**. In case no communication is received by the stipulated date, the information as furnished in the list will be considered as final and further action will be taken accordingly. The officers to be considered for rotational transfer will be finalized after correction of data, if any. Once the list is finalized, options will be sought from the officers concerned before issue of rotational transfer orders. No officers will, however, be actually transferred before the current parliament session is over.



(Debabrata Banerjee)

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To

1. All Ministries/Departments.
2. All Deputy Secretaries/Directors of CSS.

# ANNEXURE

| SNO | CSL    | Name                  | DESG        | D/O/B      | POSTING                 | Present Place Since | Grp |
|-----|--------|-----------------------|-------------|------------|-------------------------|---------------------|-----|
| 1   | 4742-A | H. Kam Suan Thang     | DIR         | 27-06-1974 | Agri & Coop             | 06-08-2012          | A   |
| 2   | 4694-A | Ghulam Mustafa        | DIR         | 24-11-1969 | RGI                     | 08-08-2012          | A   |
| 3   | 4686-A | Elangbam Robert Singh | DIR         | 02-02-1967 | Defence                 | 12-08-2012          | A   |
| 4   | 4901   | Rishi Kumar           | DIR         | 15-09-1961 | Earth Sci.              | 14-08-2012          | A   |
| 5   | 4366-A | Syed Ekran Rizvi      | DIR         | 20-10-1972 | PMO                     | 14-08-2012          | A   |
| 6   | 4738-A | Lal Chandamma         | DIR         | 26-09-1973 | Defence                 | 16-08-2012          | A   |
| 7   | 4773   | C. Gangadharan        | DIR         | 20-05-1961 | Defence                 | 17-08-2012          | A   |
| 8   | 4847   | Gopal Sadhwani        | DIR         | 04-05-1964 | Tribal Affairs          | 17-08-2012          | A   |
| 9   | 4433-A | Mercy Epao (Ms.)      | DIR         | 04-10-1969 | DONER                   | 31-08-2012          | A   |
| 10  | 2888   | K.V.S. Rao            | DIR         | 23-10-1961 | SJE (Disability)        | 26-04-2012          | A   |
| 11  | 3432-A | Rohit Mathur          | DIR         | 20-09-1968 | Agri & Coop             | 04-02-2013          | A   |
| 12  | 5276   | Prem Narayan Shukla   | DS (ad-hoc) | 19-06-1961 | Agri & Coop             | 04-03-2013          | A   |
| 13  | 5496   | Harsh Malviya         | DS (ad-hoc) | 28-02-1961 | Labour & Emp.           | 09-04-2013          | A   |
| 14  | 5347   | Amrik Singh           | DS (ad-hoc) | 10-04-1962 | Home                    | 19-04-2013          | A   |
| 15  | 5217   | Sushil Kumar          | DS (ad-hoc) | 15-01-1962 | Defence                 | 01-04-2013          | A   |
| 16  | 5349   | Anil Kumar Joshi      | DS (ad-hoc) | 18-05-1962 | Legal Affairs           | 21-05-2013          | A   |
| 17  | 5357   | S.K. Chikkara         | DS (ad-hoc) | 15-04-1962 | Home                    | 01-07-2013          | A   |
| 18  | 5871   | V.K. Rajan            | DS (ad-hoc) | 17-05-1962 | Home                    | 17-07-2013          | A   |
| 19  | 5894   | Satya Prakash Arya    | DS (ad-hoc) | 18-04-1964 | Defence                 | 10-09-2013          | A   |
| 20  | 5940   | Sharda Prasad         | DS (ad-hoc) | 01-08-1964 | Defence                 | 11-09-2013          | A   |
| 21  | 5883   | Manmohan Pipil        | DS (ad-hoc) | 12-02-1963 | Defence                 | 01-10-2013          | A   |
| 22  | 5885   | K. Chandra Singha     | DS (ad-hoc) | 12-04-1965 | Defence                 | 21-10-2013          | A   |
| 23  | 5592   | Kailash Chand Meena   | DS (ad-hoc) | 07-07-1960 | Defence                 | 01-01-2014          | A   |
| 24  | 6273   | Vijay Singh Rana      | DS (ad-hoc) | 10-06-1966 | Home                    | 01-01-2014          | A   |
| 25  | 6259   | Alice Kujur           | DS (ad-hoc) | 30-06-1961 | MHA (NDMA)              | 08-01-2014          | A   |
| 26  | 5610   | Asit Kumar Saha       | DS (ad-hoc) | 17-01-1961 | DOPT                    | 21-01-2014          | A   |
| 27  | 4640-A | Sandeep Kumar Gupta   | DIR         | 06-11-1972 | Social Justice & Empow. | 16-08-2012          | B   |
| 28  | 3954-A | L. Haokip             | DIR         | 14-06-1965 | MSME                    | 02-08-2012          | B   |
| 29  | 4839   | N.K. Kashmira         | DIR         | 20-10-1960 | Food & PD               | 03-08-2012          | B   |
| 30  | 4710-A | Anant Kishore Saran   | DIR         | 09-10-1965 | Shipping                | 03-08-2012          | B   |
| 31  | 4730-A | D. Praveen            | DIR         | 25-05-1971 | Chem. & Petro Chem.     | 06-08-2012          | B   |
| 32  | 4908   | K.B. Subramanian      | DIR         | 01-07-1960 | Food Proc.              | 08-08-2012          | B   |
| 33  | 4842   | Sunita Sharma (Smt.)  | DIR         | 13-02-1961 | Health & FW             | 09-08-2012          | B   |
| 34  | 4398-A | Shersha               | DIR         | 18-10-1965 | Mines                   | 14-08-2012          | B   |
| 35  | 4678-A | S. Rukmani (Ms.)      | DIR         | 09-11-1969 | Urban Dev.              | 13-08-2012          | B   |
| 36  | 5363   | P. Sasi Kumar         | DS (ad-hoc) | 07-11-1961 | Higher Education        | 11-02-2013          | B   |
| 37  | 5234   | Vijay Gopal Mangal    | DS (ad-hoc) | 01-01-1962 | Petroleum and NG        | 01-03-2013          | B   |
| 38  | 5515   | Braja Kishore Pati    | DS (ad-hoc) | 06-04-1961 | Urban Dev.              | 03-06-2013          | B   |
| 39  | 5869   | Vijay Kumar Paul      | DS (ad-hoc) | 02-07-1961 | I&B                     | 01-07-2013          | B   |
| 40  | 5376   | M.K. Chowdhury        | DS (ad-hoc) | 16-04-1963 | Health & FW             | 01-07-2013          | B   |

*J. Banerjee*