

No.4/4/2015-CS-I(D)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel & Training)

Lok Nayak Bhawan, New Delhi -110003
Dated the 27th March, 2015.

OFFICE MEMORANDUM

Subject: Rotational transfer of CSS officers of DS Grade and above. - Furnishing of personal information thereof.

The undersigned is directed to say that this Department has proposed a revised rotational transfer policy in respect of CSS Officers. It has been decided to carry out rotational transfers of CSS officers of the DS Grade and above on the basis of a proposed revised rotational transfer policy, on the following parameters:

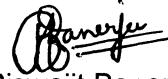
- (i) Ministries /Departments are categorized into Group A and Group B for posting/ transfer;
- (ii) The proposed RTP provides a tenure of five years for DS/Director in a Ministry/ Department, including continuous tenure rendered in any other designation in the same Ministry/ Department;
- (iii) In Group A, certain Ministries qualify for a reduced tenure by one year;
- (iv) An officer on transfer shall ordinarily be posted from Group A → Group B and Group B → Group A, if they have completed the prescribed tenure. However, the officers presently posted in Group 'A' Ministries/Departments may opt for posting in the same Group. In that case on posting to a Ministry/Department in Group 'A' the tenure will be counted afresh. However, this option will not be available to officers currently posted in Group 'B' to remain in Group 'B'.
- (v) An officer who is to be transferred out from the current Ministry/Department on completion of prescribed tenure may also be allowed option for posting in a Ministry/Department where he earlier served subject to the condition that there is a gap of period which is equal to tenure prescribed for the post.
- (vi) Officers who are within two years of superannuation will be exempted from rotational transfers.
- (vii) For calculation of residency in a Ministry/ Department, the cutoff date has been taken as 31.03.2015.
- (viii) The Placement Committee will decide posting of officers on the basis of preference, past postings etc.

3. Groupwise distribution of Ministries/Departments is at Annex.I. The list of brief details of officers who are likely to be considered for rotational transfer is at **Annexure-II**. Information relating to slots is at **Annexure-III**.

4. All the Ministries/Departments are requested to verify the list of officers (Annex.II) and any addition or deletion if required, may kindly be brought to the notice of this Department with out any delay.



5. The officers listed at Annex.II are requested to exercise their options for posting in the Ministries/ Departments in the other Group or as the case may be as per proposed revised RTP latest by 01.04.2015 in the format at **Annexure-IV** to Under Secretary, CS-I (D), Department of Personnel and Training through e-mail (uscsoned@gmail.com) or through fax number given below. Hard copies of the same may also be furnished immediately. Maximum three choices within the available slots may be exercised. If option is not received by 01.04.2015, it will be presumed that the officer has no specific choice and posting will be decided by the Placement Committee accordingly.



(Biswajit Banerjee)

Under Secretary to the Government of India

Telefax: 24629413

To

1. All Ministries/Departments
2. Officers listed at Annex.II

Group A

1.	Administrative Reforms & Public Grievances
2.	Agricultural Research & Education
3.	Agriculture & Cooperation
4.	Animal Husbandry, Dairying and Fisheries
5.	AYUSH
6.	Bio-Technology
7.	Central Bureau of Investigation
8.	Defence
9.	Development of North Eastern Region
10.	Disinvestment
11.	Earth Sciences
12.	Expenditure
13.	Home Affairs
14.	Inter-State Council Secretariat
15.	Labour & Employment
16.	Legal Affairs
17.	Legislative Department
18.	Minority Affairs
19.	Minority Commission
20.	NATGRID
21.	NDMA
22.	Panchayati Raj
23.	Pension & Pensioners' Welfare
24.	Personnel & Training
25.	Posts
26.	Public Enterprises
27.	Registrar General of India
28.	Rural Development
29.	SC Commission
30.	Science & Technology
31.	Scientific and Industrial Research
32.	Social Justice & Empowerment
33.	ST Commission
34.	Staff Selection Commission
35.	Statistics & Programme Implementation
36.	Tribal Affairs
37.	Union Public Service Commission
38.	Water Resources, River Development and Ganga Rejuvenation
39.	Women & Child Development

Group B

1.	Chemicals & Petrochemicals
2.	Civil Aviation
3.	Coal
4.	Commerce
5.	Commerce (Supply Division)
6.	Consumer Affairs
7.	Corporate Affairs
8.	Culture
9.	Economic Affairs
10.	Environment, Forest and Climate Change
11.	Fertilizers
12.	Financial Services
13.	Food & Public Distribution
14.	Food Processing Industries
15.	Health & Family Welfare
16.	Heavy Industries
17.	Higher Education
18.	Industrial Policy & Promotion
19.	Information & Broadcasting
20.	Mines
21.	New & Renewable Energy
22.	Overseas Indian Affairs
23.	Petroleum & Natural Gas
24.	Pharmaceuticals
25.	Planning Commission
26.	Power
27.	Revenue
28.	Road Transport & Highways
29.	Shipping
30.	Skill Development, Entrepreneurship, Youth Affairs & Sports
31.	Micro, Small and Medium Enterprises
32.	Steel
33.	Telecom
34.	Textiles
35.	Tourism
36.	Urban Development

Ministries/ Departments for reduced tenure of posting by one year

1.	Administrative Reforms & Public Grievances
2.	Central Bureau of Investigation
3.	Defence
4.	Expenditure
5.	Home Affairs
6.	Legal Affairs
7.	Legislative Department
8.	NATGRID
9.	NDMA
10.	Pension & Pensioners' Welfare
11.	Personnel & Training
12.	Staff Selection Commission

Officers covered under RTP ON 31.03.2015

S.No.	CSL No.	NAME	Desn	DOB	PRESENT POSTING	Group	Posted continuously since
1	3600	Vandana Jain	Dir	13-Jan-68	Agri. & Coop.	A	22-Aug-08
2	5381.A	Sadhna Khanna	DS(Adhoc)	28-Oct-60	Agri. & Coop.	A	1-Dec-09
3	2473	Anil Bahuguna	JS(in-situ)	25-Nov-59	Defence	A	16-Feb-09
4	3422	Margaret Gangte	Dir	14-Aug-64	Defence	A	4-Aug-09
5	3926-A	Dr. Harmeet Singh	Dir	25-Jul-66	Defence	A	21-Dec-10
6	4382	R. S. Bhatia	Dir(A)	22-Dec-57	Defence	A	6-Sep-10
7	5877	Anusuya Kumar Das	DS(Adhoc)	6-Jul-59	Defence	A	23-Mar-11
8	6068	R.Sunder	DS(Adhoc)	27-Jun-61	Defence	A	1-Sep-09
9	2463	Anita Chauhan	JS(in-situ)	21-Jun-57	Disinvestment	A	10-Feb-09
10	3946-A	Sreyasi Chaudhury	Dir	16-Nov-66	Home Affairs	A	15-Jan-10
11	1844	D.K. Goel	DS	4-Sep-57	Home Affairs	A	19-Mar-10
12	4867	Sulekha Sagar	DS(adhoc)	15-Aug-61	Home Affairs	A	1-Oct-08
13	5928	Supriyo Saha	Ds(adhoc)	11-Feb-63	Home Affairs	A	1-Dec-09
14	2737	T.N. Dwivedi	DS	28-Oct-57	Labour	A	3-Aug-09
15	3922-A	L.L. Kamsuan	Dir	20-Nov-70	Minority Affairs	A	1-Sep-09
16	3784-A	R.K.Singh	Dir	14-Sep-68	NDMA	A	20-Feb-09
17	3447	S.K. Tripathi	Dir	15-Dec-60	Posts	A	8-May-09
18	4599	Renuka Kumar	Dir(A)	1-Oct-60	Rural Development	A	14-Oct-08
19	2528	L. Indumathy	JS(in-situ)	15-May-57	Sci & Tech.	A	9-Mar-09
20	4532	T.M. Skaria	Dir(A)	29-Nov-57	SSC	A	3-Jan-11
21	3756-A	S.K. Jha	Dir	2-Oct-67	UPSC	A	2-Apr-09
22	3918-A	Dr.Balmiki Prasad	Dir	31-Aug-62	Civil Aviation	B	31-Aug-09
23	4806	Suresh Kumar Sharma	DS(adhoc)	26-Mar-59	Commerce	B	1-Apr-08
24	3776-A	Alok Agarwal	Dir	20-Dec-63	Environment & Forests	B	23-Feb-09
25	4729	C.M.Sharma	DS(adhoc)	13-Feb-59	Environment & Forests	B	2-Jun-08

26	2358	Km Rosy Sharma	JS(in-situ)	27-Sep-58	FPI	B	19-May-08
27	4968	S.C.Kanojia	DS(adhoc)	10-Apr-62	Health & FW	B	1-Jul-08
28	5246	Anil Kumar	DS(adhoc)	16-Nov-61	Health & FW	B	19-Nov-06
29	2393	K. Mathivanan	Dir	15-Apr-57	Higher Education	B	1-Jun-09
30	3565-A	Suparna S. Pachouri	Dir	28-Aug-65	Higher Education	B	1-Jan-10
31	3427	Daniel E. Richards	Dir	26-Oct-65	IPP	B	2-Jun-08
32	4740	Rajendra Chaturvedi	DS(adhoc)	18-Dec-57	Power	B	1-Oct-08
33	3263	Ashwani Kumar	Dir	7-Sep-62	Shipping	B	7-Nov-07

Note: The list of officers given above is tentative in nature and subject to change

Group A

S.No.	Ministry/Department	Slots
1	Agri & Coop	2
2	Defence	6
3	Disinvestment	1
4	NDMA	1
5	Minority Affairs	1
6	Labour	1
7	MHA	4
8	Posts	1
9	Science & Tech	1
10	Rural Development	1
11	UPSC	1
12	SSC	1
	Total	21

Group B

S.No	Ministry/Department	Slots
1	Commerce	1
2	Civil Aviation	1
3	Environment & For.	2
4	Food Pro. Ind.	1
5	HRD	2
6	Health & FW	2
7	Power	1
8	Shipping	1
9	IPP	1
	Total	12

The slots given above are only indicative/tentative in nature and subject to change.

PERSONAL INFORMATION

1	Name	
2	CSL No.	
3	Designation	
4	Date of Birth	
5	Present Ministry/Department	
6	Personal contact Number	
7	Educational Qualification	

8. Experience (including deputation details)

Designation (since joining Govt service)	Ministry/Deptt/Orgn (including deputation details)	From (DD-MM-YY)	To (DD-MM-YY)

Note: The information furnished in the format should tally with the information available in the web based cadre management system. If the information in the web based cadre management system is not up to date, it should first be updated/corrected before submitting the form.

9. Preference for posting (Maximum three choices)

S.No.	Ministry/Deptt	Reasons
i		
ii		
iii		

Certified that I have verified the data in respect of me in the web based cadre management system and the data available therein is correct and up to date.

Date:

(Signature of the officer)