

IMMEDIATE
TIME BOUND

No.11/1/2012-CS.II(B)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Lok Nayak Bhawan, New Delhi – 110 003.
Dated, the 16th April, 2012.

OFFICE MEMORANDUM

Subject: Transfer of Ad-hoc Assistants under Rotation Transfer Policy (RTP) of CSS –
reg.


The undersigned is directed to refer to this Department's OM of even number dated 14.03.2012 and 03.04.2012 requesting the Cadre Units to furnish a list of ad-hoc Assistants who have completed 16 years or more in the Cadre Unit in any capacity as on 01.01.2012.

2. A decision has been taken by this Department to implement Rotation Transfer Policy in a systematic manner and it was conveyed to all the Cadre Units vide this Department's OM No.4//12/2011-CS.I(D) dated 02.03.2012. As per schedule, ad-hoc Assistants who have completed 16 years or more in a particular Ministry/Department, as on 01.01.2012, in any capacity, except those officials who are due for retirement on attaining the age of superannuation within two years, are to be transferred.

2. All Cadre Units are, therefore, requested to furnish a **list of ad-hoc Assistants who have completed 16 years or more in the Cadre Unit in any capacity as on 01.01.2012, except those officials who are due for retirement on attaining the age of superannuation, within two years to this Department. The officials concerned may be requested to indicate their preferences for posting in the enclosed format (Annex.I) and the same may also be furnished to the undersigned by 24.04.2012.** It may be noted that seeking preferences of posting should not in any way be construed as a right for claiming preference of posting.

3. Cadre Units are also requested to furnish a **List of ad-hoc Assistants, containing all the relevant information such as name, date of birth, Category, Select List year in the Grade of UDC, date from which working in the Cadre Unit, in any capacity**, as per the prescribed proforma (Annex-II) to the undersigned by 24.04.2012.

Encl: As above.


16/4/12
(Kameshwar Mishra)
Under Secretary to the Govt. of India
☎: 24623157

To
All the Cadre Units of CSS,
US (Admn) (By name)

1. PERSONEL INFORMATION

1	Name	
2	Select List/CSL. No.	
3	Designation	
4	Date of birth	
5	Ministry/Department where presently posted	
6	Contact Number	
7	Educational Qualifications	

2. EXPERIENCE

S.No.	Grade	Ministry/Department	Period (give Dates)	Subject dealt with (in brief)
1				
2				
3				
4				
5				

3. PREFERENCE OF POSTING

S.No.	Ministry/Department	Reason(s)
1		
2		
3		

hnil
16/9/12

Details of ad-hoc Assistants

Name of the Cadre Unit: _____

S.No.	Name	Cate- gory	D.O.B	CSL No./Year (UDC Grade)	Date from which working in the Cadre Unit in any post/Grade	Whether clear from vigilance angle or not	Remarks

Handwritten signature
4/5/12