

No.25/28/2014-CS-II(A)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel and Training)

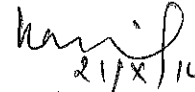
Lok Nayak Bhawan, Khan Market  
New Delhi, Dated the 21<sup>st</sup> October 2014

OFFICE MEMORANDUM

Subject: Rotational Transfer Policy for Central Secretariat Stenographers' Service (CSSS)/Central Secretariat Clerical Service (CSCS) personnel – calling for comments from all stakeholders.

The undersigned is directed to say that it has been desired to revisit the existing Rotational Transfer Policy applicable to Central Secretariat Stenographers' Service (personnel). Accordingly, a draft RTP for CSSS and CSCS personnel has been framed after due deliberations which is enclosed herewith.

2. The stakeholders viz. Ministries/ Departments, CSSS/CSCS Associations and individual officers may submit their comments, if any, on the draft Rotational Transfer Policy latest by 7.11.2014.

  
21/10/14

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To

All concerned

## **Draft Rotational Transfer Policy (RTP) of CSSS and CSCS officers/officials**

### **RTP for CSSS personnel**

Transfer/ posting of CSSS personnel is at present guided by the provisions of the OM No. 13/1/2009-CS II dated 15.07.2011. The provisions of the said OM are under review in this Department. The proposed RTP as applicable to CSSS personnel is as under :-

#### **1. Tenure**

The tenure of a Central Secretariat Stenographers' Service personnel in a particular cadre unit/Ministry/Department will be 10 years and an officer, normally, will be posted outside the cadre unit/Ministry/Department only upon promotion.

Though the tenure of a CSSS personnel in a cadre unit is 10 years, the officer may be transferred out without completing the tenure in case there is no vacancy to accommodate him in the cadre unit.

#### **2. Grouping of Ministries/Departments**

- (a) Ministries/Departments will be divided in to two groups - List 'A' and List 'B'. The proposed lists are at Annexure-I. If an officer has served his tenure in List A, he/she will be mandatorily transferred to List B and vice versa.
- (b) Officers serving in certain Departments which are largely regulatory in nature viz. DoPT, MHA, Defence, UPSC, Deptt. of Legal Affairs, Deptt. of Expenditure etc. will be given a reduced tenure of one year for transfer. The proposed list of such Ministries/ Departments is at Annexure-II.
- (c) The lists as above may be modified at any time by the competent authority in DoPT.

#### **3. Preference for posting**

- (a) The list of officers due for promotion or for being included in the panel will be put on the website of this Department. The vacancy position in the various cadre units will also be put on the website simultaneously. The officers will be given 15 days time from the date of issue of the letter to intimate their three preferences for posting.
- (b) Posting will be recommended by the three member Placement Committee and its recommendations will be approved by the authority competent to decide posting.

- (c) The Placement Committee will recommend posting of officers either on promotion or under rotational transfer keeping in view vacancies, past experience, seniority, specialized training done, preference for posting etc. In case of isolated posting involving one or two officers, approval of the competent authority will be obtained without the Placement Committee procedure to avoid delay in posting of officers.

#### **4. Surrender of officers**

Unilateral surrender of officers to DoPT on any ground will not be allowed as surrender of an officer poses various problems before the Cadre Controlling authority. If an officer is not performing, Ministries/Departments concerned are expected to initiate appropriate action either to penalize or to reform the officer. Moreover, the officer surrendered has to be posted somewhere and it will be difficult for the Ministry/Department where he is posted to work with such an officer. If situation warrants that an officer has to be surrendered then a request should be made to DoPT with detailed reasons and DoPT will consider the request on merits whether to transfer the officer or not.

If despite the instructions, any Ministry/Department surrenders an officer unilaterally, then such surrender would be presumed to have been made along with the post and the sanctioned strength of the concerned Ministry/Department would be reduced accordingly and no replacement would be provided to the concerned cadre unit for one year as against the existing provision of six months. After expiry of one year, the position will be reviewed for restoration of the post and posting of an officer.

#### **5. Exemptions from transfer under RTP**

The following officials will be exempted from the provisions of RTP:-

- I. If the officer has less than 2 years of service left to superannuate, he/she will not be transferred provided there is a vacancy available in that grade in the concerned Ministry/Department.
- II. If the officer is superannuating within a period of 6 months and there is no vacancy available in that cadre unit, he/she shall be given personal upgradation in the same cadre unit by keeping a vacancy in abeyance for the period in some other cadre unit.
- III. If a Central Secretariat Stenographers' Service officer is posted with Secretary to the Government of India, he/she will be allowed to continue there provided a written request is received from the Secretary concerned in this regard. Such extended stay will be allowed only upto the superannuation/relinquishing of the charge by the Secretary concerned. No further extension will be allowed. Meanwhile the concerned cadre will put the replacement in place to ensure smooth transition of change of charge.

In order to ensure that opportunity of working with a Secretary to Government of India is available to more officers, a Central Secretariat Stenographers' Service officer can work in the office of Secretary for a maximum period of 10 years. This will be ensured by the concerned Ministry/Department/Cadre unit while posting an official in the office of the Secretary to the Government of India. However, this condition will not be applicable in the case of Sr.PPS/PSOs.

- IV. PMO, Cabinet Secretariat and offices of Attorney General and Solicitor General of India would be exempted from the above policy.

**6. Non-compliance of orders issued by DoPT**

It shall be the duty of the concerned cadre unit to relieve the officer concerned within forty-five days of issue of the promotion/transfer order or such further period, if any, allowed by the Department of Personnel & Training for reasons to be recorded in writing.

If an officer is not relieved within forty-five days or such further period as referred to above, the officer shall be deemed to have been relieved by the cadre-unit in which he is working and thereafter the officer shall not be entitled to draw any salary and allowances for the period of such overstay from the cadre unit from where the cadre officer was transferred.

Every Ministry/ Department is, therefore, duty bound to comply with the transfer orders issued by DoPT and relieve the officer concerned within the stipulated period. In case of non-compliance of the order, DoPT will be constrained to issue order for deemed relieving, thereafter, no formal relieving by the Ministry/ Department will be required and the officer concerned will report to the Ministry/ Department to which posted in compliance of order of DoPT, failing which the officer concerned will attract punitive action by DoPT

**RTP for CSCS personnel**

As Central Secretariat Clerical Services, comprising of the grades of UDCs and LDCs, is a decentralized service, the cadre units will be asked to prepare and implement internal transfer policy/guidelines in keeping with the guidelines issued by Central Vigilance Commission (CVC) in this regard.

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## List - A

No.	Ministry / Department
1	Agriculture & Cooperation
2	Culture
3	Defence
4	Personnel & Training
5	Earth Science
6	Food & Public Distribution
7	Home Affairs
8	Human Resource Development
9	Legal Affairs
10	Minority Affairs
11	Micro, Small and Medium Enterprises
12	Planning Commission
13	Posts
14	Rural Development
15	Social Justice & Empowerment
16	Supply Division
17	Tribal Affairs
18	Union Public Service Commission
19	Urban Development
20	Women & Child Development

## List - B

S.No.	Ministry / Department
1	Civil Aviation
2	Coal
3	Commerce
4	Consumer Affairs
5	Corporate Affairs
6	Env & Forests
7	Expenditure
8	Fertilizers
9	Health & Family Welfare
10	Information & Broadcasting
11	Industrial Policy & Promotion
12	Labour
13	Mines
14	Petroelum & Natural Gas
15	Power
16	Road Transport & Highways
17	Science & Technology
18	Shipping
19	Steel
20	Telecom
21	Water Resources
22	Youth Affairs & Sports

**Annexure-II**

**Ministries/Departments which may be qualified for concession in tenure for posting by one year**

<b>S.No.</b>	<b>Ministry / Department</b>
1	Personnel & Training
2	Defence
3	Expenditure
4	Home Affairs
5	Legal Affairs
6	Union Public Service Commission