

F. No.2/3/2018-CS.II(A)
Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel & Training)
(CS.II Division)

3rd Floor, Lok Nayak Bhawan
Khan Market, New Delhi-110003
Dated: **the 20th December, 2018.**

OFFICE MEMORANDUM

Subject: Preparation of panel of Senior Principal Private Secretary (Sr. PPS) of CSSS for SLY-2017 – calling of option - reg.

The undersigned is directed to say this Department is in the final stage of preparation of panel of Sr. PPS for SLY-2017. In pursuance of the provisions of the Rotational Transfer Policy of CSSS issued vide this Department's O.M. No. 25/28/2014-CS.II(A) dated 22.07.2015, on promotion, an officer shall be posted outside the Ministry/Department if he/she has served more than the prescribed tenure in the same Ministry/Department in any capacity.

2. As per the revised rotational transfer policy, the following parameters will be taken into account:


- (i) Ministries/ Departments are categorized into Group 'A' and Group 'B' for posting/ transfer.
- (ii) The proposed RTP provides tenure of six years for PPS in a Ministry/ Department, if an officer has served his tenure in List 'A', he/ she will be mandatorily transferred to List 'B' and vice versa.
- (iii) The tenure in respect of Cadre Units of Personnel & Training, Defence, Expenditure, Home Affairs and Legal Affairs is however, reduced by one year.
- (iv) An officer on transfer shall ordinarily be posted from Group 'A' to Group 'B' and Group 'B' to 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 on promotion. In that case on posting to Ministry/Department in Group 'A' the tenure will be counted afresh. However, the option will not be available to officers currently posted 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 cut-off date would be taken as on 01.07.2018.

(viii) The Placement Committee will recommend posting of officers under RTP keeping in view the relevant factors viz., vacancies, past experience, seniority, specialized training done, preference for posting etc.

3. Cadre Units are requested to direct the PPSs whose names are covered under the Zone of Consideration for Sr. PPS (SLY-2017), to submit their personal details alongwith preference for posting in the enclosed proforma (**Annexure-I**) to this Department by 26.12.2018, positively. The cadre-wise vacancy position as on date may be seen as per **Annexure-II**. In case option is not received by due date, the posting would be finally decided by the Placement Committee. The officers concerned are also requested to take necessary action, in their own interest, in expediting the requisite information urgently. The same may also be sent via email: chirabrata.sarkar@nic.in.

4. It may be ensured that web based data in respect of the officers is completed and updated in the web based data system of this Department i.e. cscms.nic.in.


20/12/2018

(Chirabrata Sarkar)

Under Secretary to the Govt. of India

Telefax: 24623157

To

1. All the concerned Ministries/ Departments of CSSS.
2. Officer concerned.

Proforma for filling up option

1.	Name (Sh./Smt./Ms.)	
2.	CSL No.	
3.	Designation	
4.	Date of Birth	
5.	Present Ministry/Department	
6.	Personal contact Number	Off: _____ Mob: _____
7.	Educational Qualification	
8.	Details of mandatory training last attended	
	Level of the training	
	Period	From _____ To _____
	Batch in ISTM	

9. Experience {including deputation details}

Designation	Ministry/Department/ Organization (including deputation details)	From	To
Stenographer Grade 'D'			
Personal Assistant			
Private Secretary			
Principal Private Secretary			

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.

10. Preference for posting (Maximum three choices)

Sl. No.	Ministry/Department	Reasons
1		
2		
3		

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

Signature of Under Secretary (Admn.)
Department/Ministry
Tele:

(Signature of the Officer)

Annexure-II

Vacancy position during SLY-2017

Sl.No.	Cadre Units	Group	Vacancy
1	Agriculture & Cooperation	A	8
2	Animal Husbandry, D&F	A	1
3	Culture	A	1
4	Defence	A	6
5	DoNER	A	1
6	Earth Sciences	A	1
7	Food & Public Distribution	A	2
8	Home Affairs	A	32
9	Housing & Urban Affairs	A	12
10	Legal Affairs	A	26
11	Minority Affairs	A	1
12	MSME	A	2
13	Niti Aayog	A	1
14	Panchayati Raj	A	2
15	Personnel & Training	A	5
16	Posts	A	12
17	Rural Development	A	6
18	H.R.D.	A	3
19	Social Justice & Empw.	A	1
20	Tribal Affairs	A	1
21	UPSC	A	6
22	Women & Child Dev.	A	1
23	AYUSH	B	0
24	Civil Aviation	B	1
25	Coal	B	1
26	Commerce	B	8
27	Consumer Affairs	B	2
28	Corporate Affairs	B	3
29	Environment & Forests	B	7
30	Expenditure	B	19
31	Fertilizers	B	3
32	Food Processing Industry	B	1
33	Health & Family Welfare	B	11
34	Heavy Industry	B	1
35	Information & Broadcasting	B	10
36	Industrial Policy & Promotion	B	2
37	Labour	B	6
38	Mines	B	1
39	MNRE	B	3
40	Petroleum & Natural Gas	B	2
41	Power	B	9
42	RTH	B	8
43	Science & Tech.	B	4
44	Shipping	B	2
45	Skill Development & Ent.	B	3
46	Steel	B	2
47	Telecommunications	B	16
48	Textiles	B	2
49	Water Resources	B	8
50	Youth Affairs & Sports	B	2