

**IMMEDIATE
TIME BOUND**

F.No. 7/4/2012-CS.I (A)

Government of India

Ministry of Personnel, Public Grievances & Pensions

Department of Personnel & Training

2nd Floor, Lok Nayak Bhavan,

Khan Market, New Delhi,

Dated 11th April, 2012.

OFFICE MEMORANDUM

Subject: Rotational Transfer of Assistant with more than 16 years of service in the same Ministry/ Department.

The undersigned is directed to refer to this Department's OM No. 21/7/2011-CS. I (D) dated 08th September, 2011 vide which the details of Assistants who have completed more than 7 years in the same Ministry/Department in whatever capacity was sought in connection with Lok Sabha Unstarred Question No. 1654 dated 10.08.2011. The information has since been received from Ministries/ Departments and has been compiled. A decision has been taken in DOP&T to implement RTP in a systematic manner with the approval of the competent authority. The implementation schedule has been circulated to all the Ministries/Departments vide OM No. 4/12/2011-CS.I (D) dated 02nd March, 2012.

2. As per the schedule, Assistants who have completed 16 years or more in a particular Ministry/Department, as on 01.01.2012, after excluding those officers who are due to superannuation within two years, are to be transferred as per list at **Annexure-I**.

3. Ministries/Departments and officers concerned may check the enclosed information and bring to the notice of this Department urgently, if any other Assistant who have completed more than 16 years of service in any capacity in a particular Ministry/Department (excluding those who are due for superannuation within two years as on 01.01.2012) has been left out or if there is any other error/omission in the list.

4. The officers indicated in annexure are requested to indicate their preferences for posting in the enclosed format **Annexure-II** and the same should reach CS-I division by 20.4.2012. It may be noted that seeking option is only for the purpose of assisting this Department in deciding the posting and this should not in any way be construed as a right for claiming posting of choice. Ministries/Departments may also obtain the proforma as at Annexure-II duly filled by the concerned officers not figuring in the list enclosed but are covered under the RTP having put in 16 years or more (in the grade Assistant and below) in the same Ministry/Department.

(Signature)

(K. Suresh Kumar)

Under Secretary to the Government of India

Tel. 24642705

Encl. a/a

To

Director (Admn /Estt.)

All Ministries/ Departments

S.No.	Name (S/Shri)	DoB	DPC	SLY	Cadre Unit
1	Rita Sharma	5-Apr-55	30-Mar-83	2003	Coal
2	Nilima Bhowmick	20-Jun-54	22-May-95	1993	Coal
3	Rajesh Kumar Katiyar	5-Jan-70	7-Sep-95	1993	Commerce
4	Rashmi Malik	6-Nov-57	7-Oct-78	2003	Corporate Affairs
5	Mohini Bala	3-Jul-61	26-Apr-83	2003	Corporate Affairs
6	Minakshi Bhattacharya	1-Sep-57	9-Nov-83	2003	Corporate Affairs
7	Rishi Raj	10-Nov-57	14-Nov-83	2003	Corporate Affairs
8	Chandra Kumar	15-Feb-58	1-Jun-84	2003	Corporate Affairs
9	Surendra Kaur	9-Aug-61	11-Mar-91	2003	Corporate Affairs
10	P.K.Hota	22-Aug-55	5-Apr-91	2003	Corporate Affairs
11	C.B. Viveki	28-Apr-57	5-Apr-91	2003	Corporate Affairs
12	Som Dutt	1-Jul-61	5-Apr-91	2003	Corporate Affairs
13	V.K. Jha	15-Apr-60	8-Apr-91	2003	Corporate Affairs
14	S.S.Pandey	20-Jul-55	23-Apr-91	2003	Corporate Affairs
15	Naresh Kumar Sharma	12-Apr-57	23-Feb-95	2002	Culture
16	Saroj Thakur	8-Mar-59	24-Feb-95	2002	Culture
17	Karam Chand Garg	13-Mar-56	24-Feb-95	2003	Culture
18	Neelam Mukhije	1-Apr-62	24-Feb-95	2003	Culture
19	B.M. Durgadasan	6-Apr-56	6-Apr-95	2003	Culture
20	R. Janaka Sudha	31-Jan-60	6-Apr-95	2003	Culture
21	B. Swaminathan	16-Jul-59	30-Jun-95	2003	Culture
22	Usha Rawat	25-Aug-62	31-Jan-83	2006	DOP&T
23	Tara Thomas	3-Dec-58	28-Jun-90	2003	DOP&T
24	A.K. Srivastava	12-Apr-65	7-Jan-93	1989	DOP&T
25	Anju Gupta	30-Jun-59	20-Jul-81	2003	Environment & Forests
26	Ashok Kumar	20-Mar-54	1-May-82	2003	Environment & Forests
27	D.P. Sharma	5-Jul-54	1-Mar-83	2003	Environment & Forests
28	Neelam Kapoor	19-Apr-60	1-Mar-83	2003	Environment & Forests
29	Mahesh Jain	3-Aug-62	20-Oct-83	2003	Environment & Forests
30	C.N. Jaisi	25-Jul-60	2-Nov-83	2003	Environment & Forests
31	Jagdish Kumar	15-Nov-57	1-Jan-85	2003	Environment & Forests
32	Chanchal Maghu	14-Jul-54	1-Feb-85	2003	Environment & Forests
33	Krishna Kapoor	22-Sep-59	28-Feb-85	2003	Environment & Forests
34	R. Sairam	1-Oct-59	28-Feb-85	2003	Environment & Forests
35	Vineeta	1-Jul-60	28-Feb-85	2003	Environment & Forests
36	Kuldip Singh	5-Aug-57	1-Mar-85	2003	Environment & Forests
37	Sushila Tiwari	20-Feb-61	1-Mar-85	2003	Environment & Forests
38	Poonam Bisht	23-Apr-63	1-Mar-85	2003	Environment & Forests
39	P. Rajenderan	3-Jul-58	15-Apr-85	2003	Environment & Forests
40	H.K. Vashishtha	26-Mar-62	17-Jul-85	2003	Environment & Forests
41	Rajender Prasad	9-Mar-63	22-Jul-85	2006	Environment & Forests
42	Debasis Jordar	19-Jun-62	31-Jul-85	2004	Environment & Forests
43	Samar Mazumder	31-Jan-60	5-Aug-85	2004	Environment & Forests
44	A.A. Raizwani	28-Oct-62	1-May-87	2004	Environment & Forests
45	R.D.P. Sinha	7-Jan-54	29-Sep-89	2003	Environment & Forests

46	Sharda Harish Vilas	18-Apr-61	30-Nov-89	2003	Environment & Forests
47	D. Samanta	11-Oct-55	30-Mar-90	2003	Environment & Forests
48	Surender Prakash	3-Feb-56	5-Apr-91	2003	Environment & Forests
49	Rajender Singh	21-Nov-61	5-Apr-91	2003	Environment & Forests
50	Kumar Anupam	6-Jan-68	7-Mar-93	1989	Environment & Forests
51	R.M. Tripathi	5-Jan-65	16-Aug-93	1990	Environment & Forests
52	Bulbul Ghatak	1-May-55	19-Nov-95	2003	Environment & Forests
53	C.D. Hariharan	20-Jul-54	25-Feb-80	2003	Expenditure
54	Ravinder Kumar	1-Mar-56	25-Feb-80	2003	Expenditure
55	Renu Sablania	29-May-58	10-Mar-80	2003	Expenditure
56	Ms. Pinki	15-Sep-55	24-Feb-95	2000	Expenditure
57	Nagendra Prasad Pant	13-Mar-58	2-Nov-95	2001	Expenditure
58	Ms. Sudesh Arora	5-Apr-58	10-Nov-95	2003	Expenditure
59	Raj Kumar II	25-May-57	26-Dec-95	2002	Expenditure
60	Sushma Madan	25-Apr-59	16-Feb-79	2006	Fertilizers
61	Mohd Saleem	23-Feb-59	28-Dec-81	2006	Fertilizers
62	Mahesh Kumar	2-Feb-60	31-Mar-86	2006	Fertilizers
63	Het Ram	5-Dec-63	1-Aug-87	2003	Fertilizers
64	M. K. Sehgal	1-Dec-59	1-Aug-87	2006	Fertilizers
65	Aruna Verma	28-Jun-57	28-Jan-94	2003	Fertilizers
66	Sarasamma M Nair	23-Nov-56	31-Mar-94	2003	Fertilizers
67	Rema Rajgopal	2-Aug-57	31-Mar-94	2003	Fertilizers
68	B.D. Doveriyal	10-Sep-59	31-Mar-94	2003	Fertilizers
69	Anita Arora	26-Apr-61	31-Mar-94	2003	Fertilizers
70	Beena Tanwar	8-May-61	31-Mar-94	2003	Fertilizers
71	P.C. Pandit	4-Jun-61	31-Mar-94	2003	Fertilizers
72	Satbir Singh	4-Aug-63	31-Mar-94	2003	Fertilizers
73	Ashutosh Apte	16-Oct-55	4-Oct-95	2006	Health & Family Welfare
74	Km. Poonam Kharbanda	5-Sep-55	30-Jul-77	1977	Higher Education
75	Surjit Chatterjee	25-May-55	24-Feb-95	2003	Higher Education
76	Lilly Joseph	1-Dec-56	24-Feb-95	2003	Higher Education
77	Madhu Bala Bassi	9-Dec-56	24-Feb-95	2003	Higher Education
78	Pratebha Rani	21-Mar-55	6-Apr-95	2003	Higher Education
79	C. S. Sheetala	8-Apr-58	6-Apr-95	2003	Higher Education
80	Ashok Kumar Ghosh	1-Jul-59	6-Apr-95	2003	Higher Education
81	Tulsi Ram	23-Nov-55	29-Jun-78	2005	Labour & Employment
82	Shyama Sen	17-Oct-67	2-Apr-82	2003	Labour & Employment
83	K. I. Mehta	26-Mar-59	26-May-82	2003	Labour & Employment
84	Manjit Singh	2-Feb-57	16-Dec-82	2003	Labour & Employment
85	Bimal Rani	5-Jan-60	22-Jun-83	2003	Labour & Employment
86	Yashwant Singh	4-Jul-54	17-Oct-95	1992	Labour & Employment
87	C.K. Sundareswaran	27-May-59	10-Jan-95	2003	Mines
88	Usha Pandey	15-Mar-64	10-Jan-95	2003	Mines
89	P P S Puri	18-Feb-57	16-Dec-94	2003	Posts
90	Savitri Gangadharan	15-Nov-57	3-Jul-95	2003	Posts
91	T. K. Pal	7-May-55	4-Oct-95	2003	Posts
92	T. N. Benjamin	25-Oct-55	4-Oct-95	2003	Posts

93	Rajiv Shishu	16-Dec-56	4-Oct-95	2003	Posts
94	Sudesh Grover	8-Aug-55	22-Oct-92	2003	RTH
95	H. P. Ghosal	2-Nov-56	8-Feb-93	2003	RTH
96	S. Agastian	25-Jul-55	20-Jan-95	2003	RTH
97	V. Draupathy Anthyarjanam	20-Nov-56	20-Jan-95	2003	RTH
98	Saurav Pradhan	18-Aug-57	20-Jan-95	2003	RTH
99	Savita Saxena	8-Aug-58	20-Jan-95	2003	RTH
100	K. G. Devyani	2-Sep-55	8-May-95	2003	RTH
101	Sobha Mohanan	28-Apr-57	8-Aug-95	2003	RTH
102	Dev Prakash	24-Feb-57	1-Aug-77	1993	Science & Tech.
103	Meenakshi Kalia	16-Jan-54	5-Oct-95	1996	Supply
104	Shankar Dutt	1-Jul-55	5-Apr-76	2003	Urban Development
105	Somenath Karmakar	25-Nov-57	4-Sep-77	2003	Urban Development
106	Ashok Kumar Gupta	20-Nov-57	28-Feb-78	2003	Urban Development
107	H. K. Mishra	20-Jun-58	28-Feb-78	2003	Urban Development
108	J. M. L. Saraswat	15-Mar-57	3-Oct-78	2000	Urban Development
109	S. K. Gambhir	15-Oct-55	29-Nov-78	2001	Urban Development
110	Neelam Sehgal	7-Jul-55	5-Dec-78	2001	Urban Development
111	Sunita Dhawan	14-Sep-56	28-Dec-78	2003	Urban Development
112	Satvir Singh	11-Jan-55	29-Dec-78	2003	Urban Development
113	Indu Sharma	3-Sep-55	30-Dec-78	2003	Urban Development
114	Sunita Dhingra	15-Mar-57	9-Jan-79	2003	Urban Development
115	S. P. Singh	15-Oct-59	6-Apr-79	2003	Urban Development
116	C. M. Kapoor	9-Apr-63	13-Jun-79	2003	Urban Development
117	H. M. Malhotra	8-Apr-58	11-Jan-80	2003	Urban Development
118	Priya Darshi	1-Mar-56	21-Apr-80	2003	Urban Development
119	Sarmistha Sengupta	10-Dec-55	9-May-80	2003	Urban Development
120	Rajeev Mathur	8-Nov-61	9-Sep-80	2003	Urban Development
121	Anita Roy	28-Sep-57	25-Sep-80	2004	Urban Development
122	Sanjay Kumar Mukherjee	28-Jan-55	2-Jan-81	2003	Urban Development
123	Raj Singh	15-Apr-56	12-Jan-81	2003	Urban Development
124	Pushp Lata Vig	27-May-59	12-Jan-81	2003	Urban Development
125	Renuka Lalwani	7-Nov-56	23-Jan-81	2003	Urban Development
126	Shobhan Kumar Das	17-Jul-56	24-Feb-81	2003	Urban Development
127	Ranendra Biswas	1-Mar-55	26-Mar-81	2003	Urban Development
128	Radhey Shyam Sharma	1-Jan-65	4-Jun-81	2003	Urban Development
129	R. Gopikrishnan	15-Dec-56	5-Oct-81	2003	Urban Development
130	Neeru Manuja	16-Apr-60	6-Nov-81	2003	Urban Development
131	Sheela Chowdhury	15-Dec-58	7-Nov-81	2003	Urban Development
132	Purshottam Das	10-Dec-55	27-Nov-81	2001	Urban Development
133	Mahesh Kumar	17-Aug-60	14-Dec-81	2003	Urban Development
134	Panchadip Chaudhury	28-Aug-57	1-Mar-82	2003	Urban Development
135	S. S. Kayal	2-Jan-60	12-Apr-82	2004	Urban Development
136	Abhijit Malakar	1-Mar-57	5-May-82	2003	Urban Development
137	M. J. Varghese	14-May-56	10-May-82	2003	Urban Development
138	V. S. Chauhan	4-Dec-58	13-May-82	2003	Urban Development
139	Lila Krishan	28-Aug-59	30-Jun-82	2003	Urban Development

140	Dharam Pal	17-Jul-57	16-Jul-82	2003	Urban Development
141	Surender Pal	13-Feb-55	31-Jul-82	2003	Urban Development
142	Raj Pal Kataria	15-Jul-55	1-Aug-82	2003	Urban Development
143	Rajender Kumar	4-Feb-56	17-Aug-82	2003	Urban Development
144	Madhu Kien	28-Jun-61	8-Nov-82	2003	Urban Development
145	Surjeet Kalsan	1-Mar-59	12-Nov-82	2003	Urban Development
146	Neeta Sharma	15-Aug-58	16-Nov-82	2003	Urban Development
147	Ram Chander Kori	15-Jul-55	22-Nov-82	2003	Urban Development
148	R. K. Saroya	18-Dec-58	22-Nov-82	2003	Urban Development
149	Ashish Kr. Chakraborty	29-May-59	22-Nov-82	2004	Urban Development
150	Kitab Singh	12-Mar-57	23-Nov-82	2003	Urban Development
151	Om Prakash	1-Apr-61	29-Nov-82	2003	Urban Development
152	Rabindra Nath Gop	15-Jun-58	30-Dec-82	2003	Urban Development
153	K. Ravi Shankar	24-Jun-57	30-Mar-83	2004	Urban Development
154	Vijaya Chopra	10-Nov-54	27-Apr-83	2004	Urban Development
155	N. N. Chakraborty	14-Jun-60	27-May-83	2003	Urban Development
156	Amit Kumar Das	18-Feb-57	27-May-83	2004	Urban Development
157	V. C. Barthwal	25-Nov-59	8-Nov-83	2003	Urban Development
158	Vinod Kumar Dhiman	9-Oct-63	29-Nov-83	2003	Urban Development
159	Reethesh Balakrishnan	27-Feb-61	30-Nov-83	2003	Urban Development
160	Shashi Jarial	2-Jan-61	29-Dec-83	2003	Urban Development
161	G. K. Srivastava	4-Mar-57	13-Jan-84	2003	Urban Development
162	Satinder Kumar Sharma	27-Nov-60	27-Jan-84	2005	Urban Development
163	P. V. Mohandas	10-Feb-63	22-Feb-84	2003	Urban Development
164	Kshowish Das	2-Mar-58	1-Apr-84	2006	Urban Development
165	Udayan Ghosh Roy	10-Aug-59	10-Apr-84	2004	Urban Development
166	Tejpal Singh	10-Oct-56	1-May-84	2003	Urban Development
167	Sanjay Kumar Dasgupta	16-Oct-64	6-Dec-84	2003	Urban Development
168	Basistha Sah	4-Nov-63	16-Aug-85	2003	Urban Development
169	Yash Pal	10-May-58	5-Nov-85	2003	Urban Development
170	Vinod Bhatia	8-Jul-57	24-Dec-85	2000	Urban Development
171	Bharathy Gopal	4-Apr-56	1-Jan-86	2003	Urban Development
172	Raghu Nath Singh	11-Jul-54	28-Jan-86	2003	Urban Development
173	Balram Goel	13-Aug-60	5-Nov-86	2004	Urban Development
174	Shiv Dutt Sharma	13-Apr-67	7-Oct-87	2004	Urban Development
175	Simanata Borosaikia	1-Jun-65	1-Jul-89	2003	Urban Development
176	K. K. Chopra	15-Jul-56	22-Dec-89	2003	Urban Development
177	Xavier Toppo	8-May-63	26-Feb-90	2003	Urban Development
178	N. P. Ekka	30-May-69	16-Mar-90	2003	Urban Development
179	Shashi Dhar	31-Jul-54	21-Jul-92	2003	Urban Development
180	C. V. Suresh Kumar	28-Jan-62	18-Apr-83	2003	Water Resources
181	J.S. Rana	26-Nov-57	24-Feb-95	2002	Women & CD
182	Girija Surendran	6-Dec-55	24-Feb-95	2003	Women & CD
183	V Prabha	2-May-61	6-May-95	2003	Women & CD
184	V. B. Bokde	17-Dec-57	4-Sep-90	1999	Youth Affairs & Sports
185	Neelam Malik	28-Apr-58	2-May-94	1998	Youth Affairs & Sports
186	Samir Ghosh	1-Dec-54	24-Feb-95	2003	Youth Affairs & Sports

187	Geeta Joshi	1-Aug-57	24-Feb-95	2003	Youth Affairs & Sports
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ANNEXURE-II

1. PERSONAL INFORMATION

1.	Name
2.	Select List/SCSL No.
3.	Designation
4.	Date of Birth
5.	Present
6.	Ministry/Department
7.	Contact Number
7.	Education Qualification

2. EXPERIENCE

S. No.	Grade	Ministry/ Department	Period (Give Dates)	Subject Dealt (in brief)
1.			From _____	To _____
2.				
3.				
4.				
5.				

3. PREFERENCE FOR POSTING

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

(Signature)