

No.4/2/2015-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 13 February, 2015.

OFFICE MEMORANDUM

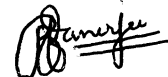
Subject: Promotion of Grade-I (Under Secretary) officers of CSS to the Selection Grade (Deputy Secretary) on ad-hoc basis - Furnishing of personal information thereof.

The undersigned is directed to say that ad-hoc promotions of officers of Grade-I (Under Secretary) of CSS to the Selection Grade (Deputy Secretary) are likely to be made shortly.

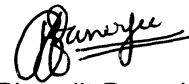
2. As Officers are aware, this Department has proposed a revised rotational transfer policy in respect of CSS Officers. It has, therefore, been considered appropriate to decide posting of officers henceforth on transfer and on promotion as per the proposed policy, on the following parameters:

- (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 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/ promotion shall ordinarily be posted from Group A→ Group B and Group B→ Group A as the case may be, if they have completed the prescribed tenure for the promotional post;
- (v) Officers who are within two years of superannuation will be retained in the same Ministry/ Department if a vacancy in the promotional grade is available; In the absence of a vacancy such officer will be transferred out;
- (vi) Officers within six months' of superannuation will not be posted out on promotion; In the absence of a vacancy of the promotional post, such officer will be adjusted in the same Ministry/ Department by personal upgradation of the post;
- (vii) For calculation of residency in a Ministry/ Department, 2 years/ six months for superannuation as the case may be, the last date of the month in which promotion order/ posting order is issued will be taken as the cut-off date; accordingly, for posting/ promotion in this round, the cutoff date has been taken as 28.2.2015.
- (viii) The Placement Committee will decide posting of officers on the basis of seniority, preference, past postings etc.

3. The list of brief details of officers who are likely to be considered for promotion is at **Annexure-I**. Information relating to vacancies in DS/Director grade of CSS as on 01.03.2015 is at **Annexure-II**.



4. The officers excluding those who are to be retained as per revised policy are requested to exercise their option for posting in the Ministries/ Departments in the other Group latest by 16.2.2015 in the format at **Annexure-III** to Under Secretary, CS-I (D), Department of Personnel and Training through e-mail (ak.upadhyaya@nic.in) or fax number given below. Hard copies of the same may also be furnished immediately. The officers on deputation may also indicate their willingness to avail the ad-hoc promotion. Maximum three choices within the available vacancies may be exercised. If option is not received by 16.2.2015, 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. Officers listed at Annex.I

No	CSL No.	Name of the officer (S/Shri/Ms.)	Date of Birth	Present Min/ Deptt/ Office	Group	Posted since	Rem.
1	5477	Kripa Nath Mishra	1-Feb-59	DEA	B	08.04.2013	To be retained
2	5481	Ajit Kumar	10-Aug-60	Power	B	01.02.2008	To be posted out
3	5483	Naresh Kumar Wadhwa	2-Sep-65	Personnel & Training	*A	21.10.2008	To be posted out
4	5485	Smt. Meena Batra	3-Jun-66	Health & FW	B	2007	To be posted out
5	5489	Smt. Mary Jacob	18-Jan-62	Panchayati Raj	A	23.07.2012	To be posted out as no vacancy in Panchayati Raj
6	5494-A	F. Deborah Initha(Smt.)	19-Jun-73	On dep. EPZ Chennai wef 13.12.2010 (from Commerce)	B	2007-2010 (Commerce)	Choice required from Group A
7	5495	Ram Prakash Puri	22-Sep-60	UPSC	A	16.07.2013	To be posted out as no vacancy in UPSC
8	5505	Rajiv Mahendru	9-Sep-59	Food & PD	B	04.03.2013	To be retained
9	5507-A	D.K. Chaudhary	15-Jul-70	Heavy Industries	B	01.09.2007	To be posted out
10	5509	Ashok Kumar Jain	3-May-62	NDMA	*A	03.11.2008	To be posted out as no vacancy in NDMA
11	5513	Kahnei Charan Behera	2-Jan-59	OIA	B	04.07.2011	To be posted out as no vacancy in OIA
12	5515	Braja Kishore Pati	6-Apr-61	UD	B	03.06.2013	To be retained
13	5517	Meera Shekhar	8-Jan-61	UPSC	A	04.03.2013	To be posted out as no vacancy in UPSC
14	5601	A.K. Roy	25-Feb-56	DOPT	*A	13.06.2014	To be retained as less than 2 years left for super annuation
15	5602	Surender Kumar Gupta	15-May-61	Rural Development	A	22.02.2013	To be posted out as no vacancy in RD
16	5603	P.P. Nair	1-May-57	Higher Education	B	04.10.2011	To be retained
17	5604	T.S. Rautela	3-Oct-62	Higher Education	B	21.08.2013	To be retained

*Reduced tenure of one year



Tentative vacancies in DS/Director grade as on 01.03.2013

Group A

Sno	Ministry/Deptt	Vacancy	Retention	Net vacancy
1	Animal Hus. & Dairying	1	0	1
2	Home	2	0	2
3	Labour	1	0	1
4	WCD	1	0	1
5	DOPT	3	1	2
	Total	8		7

Group B

Sno	Ministry/Deptt	Vacancy	Retention	Net Vacancy
1	Economic Affairs	1	1	0
2	Food & PD	1	1	0
3	HRD	2	2	0
4	IPP	1	0	1
5	Petroleum & NG	1	0	1
6	Power	1	0	1
7	Revenue	1	0	1
8	Urban Development	1	1	0
9	Steel	1	0	1
	Total	10		5

One vacancy needs to be kept vacant to adjust personal upgradation in the D/o- Agriculture & Cooperation.



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)