

No.13/1/2009-CS.II
Government of India
Ministry of Personnel, PG & Pensions
(Department of Personnel & Training)

Lok Nayak Bhawan, New Delhi.
Dated the 23rd July, 2009

OFFICE MEMORANDUM

Subject: Rotational transfer policy applicable to officers of Central Secretariat Stenographers' Service – information regarding.

The undersigned is directed to draw attention to this Department's O.M. of even number dated 21.7.2009 on the subject mentioned above (copy enclosed for ready reference) and to say that this Department intends to update the incumbency position of all grades of the CSSS in order to implement the provisions of the aforesaid O.M. Accordingly, all the Cadre Controlling Authorities are requested to furnish the information, as on 1st July, 2009, in the following format (separate format for each grade) by 31st August, 2009.

Details indicating the officers of each grade of CSSS in position (Sr. Principal Private Secretary, Principal Private Secretary, Private Secretary, Personal Assistant and Stenographer Grade "D")

NAME OF THE MINISTRY/DEPARTMENT : _____

GRADE : _____

(As on 1.7.2009)

S.No.	Name of the officer.	Date of Birth (dd/mm/yyyy)	Date since when working in the Cadre (dd/mm/yyyy)	Date since when working in the present Grade (dd/mm/yyyy)	Whether regular or ad-hoc. If regular, the Select List year
1					
2					

2. Further, for each year, the updated information as on 1st July of the year may be furnished by 31st August of that year to enable CS Division of this Department to take necessary action.

3. The information may also be mailed to uscs2-dopt@nic.in


(J. MINZ)

Under Secretary to the Government of India

To

All CSSS Cadres

No. 13/1/2009-CS.II
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

Lok Nayak Bhawan, Khan Market,
New Delhi, Dated the 21st July, 2009


OFFICE MEMORANDUM

Subject: Rotational Transfer Policy (RTP) applicable to officers of the Central Secretariat Stenographers Service – Modifications thereof.

In supersession of the existing Rotation Transfer Policy of CSSS officers laid down in OM No. 13/2/2001-CS.II dated 10.12.2002 & 08.08. 2003 and OM No. 13/2/2006-CS.II dated 23. 05.2006, the following shall be the revised rotational transfer policy:

- (1) The combined tenure of CSSS officers in a particular Ministry/Department shall be 5 years in the case of Principal Staff Officer, Sr. Principal Private Secretary and Principal Private Secretary.
- (2) The combined tenure of CSSS officers in a particular Ministry/Department shall be 7 years in the case of Private Secretary, Personnel Assistant and Stenographer Grade "D".
- (3) On promotion, an officer of the CSSS at any level shall be posted out of the Ministry/Department where he is currently posted.
- (4) If the CSSS officer has one year of service to retire, he will not come under the Rotational Transfer Policy, and on promotion, if any he /she will be adjusted within the same Ministry/Department, provided there is a vacancy available in that grade.
- (5) The tenure of officials of CSSS in the personal staff of the Union Council of Minister shall be five years or till a Minister continues to hold the office, whichever is earlier.

2. It is requested that the above decision may be given wide publicity and brought to the notice of all concerned.


(Dr. S.K. Sarkar)
Joint Secretary to the Government of India
Phone 23094010

To
Joint Secretary (Admn),
Ministry/Department of CSSS Cadres (As per standard list)