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No. 13/2/2001-CS-II  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

Lok Nayak Bhawan, Khan Market, New Delhi-110 003  
Dated the 9th December, 2002

OFFICE MEMORANDUM

10 DEC 2002

Subject - Rotation Policy in respect of Sr PPS/PPS of CSSS and Personal Staff of Ministers

The undersigned is directed to say that this Department has decided to lay down the following policy guidelines for the rotation of the centralized grades of Sr PPS and PPS of CSSS and personal staff of Ministers in different Ministries/Departments -

1. The tenure of an officer in a particular Ministry/Department at the level of Senior Principal Private Secretary (Sr PPS) and Principal Private Secretary (PPS), or both taken together, shall be 7 years. On completion of 7 years, he shall be transferred to another Ministry/Department.
  2. There would be no objection to the appointment of a PPS on promotion as Sr. PPS in the same Ministry/Department. However, on completion of combined continuous service of 7 years in the post of PPS and Sr. PPS, he shall be transferred to another Ministry/Department (including another Department within the same Ministry).
  3. An officer who is due to retire within 3 years may not ordinarily be transferred.
  4. A CSSS officer, on promotion to the grade of PPS, shall be transferred to another Ministry/Department if he has more than 5 years service for retirement.
  5. The tenure of officials of CSSS in the personal staff of the Union Council of Ministers shall be five years or till a Minister continues to hold the office, whichever is earlier.
  6. There will be three years 'cooling off' period between the two assignments for the officials of CSSS in the personal staff of Ministers.
  7. The tenure of a Private Secretary (in the pay scale of DS/Director) to the Minister is fixed as three years or until he ceases to be a PS, whichever is earlier, in terms of DoP&T OM No.31/22/90-EO (MM) dated 13.8.90.
2. The above guidelines may be brought to the notice of all concerned.
3. It is requested that information about CSSS officers as in the proforma enclosed may be furnished to this Department **latest by 30th December, 2002** for taking further action in pursuance of the provisions of this policy.

दस्तावेजों का निष्पादन दस्तावेजों का निष्पादन & T दस्तावेजों का निष्पादन Receipts & Issue Section
बारी किया/ISSUED दस्तावेज/Sig

  
(R.K. GOEL  
DIRECTOR (CS

To

All mins/depts

(33) cadres.