

4/10/2014-CS.II(A)  
Government of India  
Ministry of Personnel, P. G and Pensions  
Department of Personnel and Training

3<sup>rd</sup> Floor, Lok Nayak Bhavan,  
New Delhi-110003  
Dated: the 05<sup>th</sup> January, 2016

**OFFICE MEMORANDUM**

Subject:- Combined SO/PS LDCE 2014 –Allocation of candidates-reg.

The undersigned is directed to say that the final result of Combined SO/PS Limited Departmental Competitive Examination 2014 has been declared by UPSC on 31.12.2015 and this Department has started the process of nomination of the qualified candidates in the said examination to different Cadre Units. Cadre Units are, therefore, requested to verify the tentative vacancy position as on 04.01.2016 (**Annexure-IV**) in the PS Grade and intimate discrepancies, if any, as in **Annexure V** with reasons for variation to this Department. **It has been observed in the past, that this crucial information from Cadre Units does not reach this Department by the due date, as a result of which the entire process gets delayed. It is, therefore, requested to furnish the information positively by the deadline prescribed in para (4) below.**

2. Revised Rotational Transfer Policy, as notified vide OM dated 22.07.2015, in respect of CSSS officers provides, inter alia, as under:-

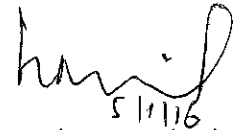
- (i) Ministries/Departments are categorized into category A and category B for posting/transfer (**Annexure-I & II**)
- (ii) Certain Ministries qualify for concession in tenure for posting by one year (**Annexure- III**);
- (iii) The policy provides a tenure of Eight years for PS grade in a particular Ministry/Department, including continuous tenure rendered in any other designation in the same Ministry/ Department;
- (iv) On promotion, an officer at any level shall be posted out of the Ministry/Department if he/she has served in the same Ministry/Department in any capacity for a period exceeding the prescribed tenure for the promotion post;
- (v) Officers who are due for superannuation within two years will be retained in the same Ministry/Department against an existing vacancy of the promotional post. In case of there being no vacancy of the promotional post then the officer will be transferred to another Ministry/Department;
- (vi) Officers who are due for superannuation within six months will not be transferred as in such a short period one cannot be expected to continue usefully in another Ministry/Department. Further, such a transfer may result in delay of finalizing pension papers. Such an officer will be retained in the same Ministry/Department against an available vacancy of the promotional post. In the absence of a vacancy, the post held by him/her will be upgraded on personal basis by keeping one post in another Ministry/Department vacant so as not to exceed the cadre strength. On retirement the post will revert to its original level;

(vii) The Placement Committee will decide posting of officers on the basis of vacancy, seniority, preference for posting etc.

3. Cadre Units are, hereby, requested to forward the personal details of the successful candidates along with their preference for posting (**Annexure-VI**).

4. The above information/documents may be forwarded to this Department immediately, latest by **07.01.2016** through special messenger or fax (**No.24623157**) positively.

5. It may also be ensured that the Web based data in respect of these officials is complete and updated.



(Kameshwar Mishra)

Under Secretary to the Government of India

Tel. No.24623157

**Annexure-I****Group-A**

<b>S.No.</b>	<b>Cadre Unit</b>
1	Animal Husbandry, Dairying & Fisheries
2	Agriculture & Cooperation
3	Culture
4	Defence
5	Personnel & Training
6	Earth Science
7	Food & Public Distribution
8	Home Affairs
9	Higher Education
10	Legal Affairs
11	Minority Affairs
12	Micro, Small & Medium Enterprises
13	NITI Ayog
14	Posts
15	Rural Development
16	Social Justice & Empowerment
17	Supply Division
18	Tribal Affairs
19	Union Public Service Commission
20	Urban Development
21	Women & Child Development

Group-B

S.No.	Cadre Unit
1	Civil Aviation
2	Coal
3	Commerce
4	Consumer Affairs
5	Corporate Affairs
6	Environment ,Forests & Climate Change
7	Expenditure
8	Fertilizers
9	Health & Family Welfare
10	Information & Broadcasting
11	Industrial Policy & Promotion
12	Labour & Employment
13	Mines
14	New & Renewable Energy
15	Petroleum & Natural Gas
16	Power
17	Road Transport & Highways
18	Science & Technology
19	Shipping
20	Steel
21	Telecom
22	Textiles
23	Water Resources, River Development & Ganga Rejuvenation
24	Youth Affairs & Sports & Skill Dev.

Annexure-III

**Ministries/Departments for reduced tenure of posting by one  
year**

<b>S.No.</b>	<b>Ministry / Department</b>
1	Personnel & Training
2	Defence
3	Expenditure
4	Home Affairs
5	Legal Affairs

**Annexure-IV****Group-A**

<b>S.No.</b>	<b>Cadre Unit</b>	<b>Vacancy</b>
1	Animal Husbandry, Dairying & Fisheries	8
2	Agriculture & Cooperation	13
3	Culture	3
4	Defence	29
5	Personnel & Training	8
6	Earth Science	0
7	Food & Public Distribution	4
8	Home Affairs	58
9	Higher Education	17
10	Legal Affairs	14
11	Minority Affairs	0
12	Micro, Small & Medium Enterprises	0
13	NITI Ayog	0
14	Posts	16
15	Rural Development	15
16	Social Justice & Empowerment	6
17	Supply Division	6
18	Tribal Affairs	5
19	Union Public Service Commission	16
20	Urban Development	26
21	Women & Child Development	3

**Group-B**

<b>S.No.</b>	<b>Cadre Unit</b>	<b>Vacancy</b>
1	Civil Aviation	0
2	Coal	5
3	Commerce	8
4	Consumer Affairs	0
5	Corporate Affairs	1
6	Environment ,Forests & Climate Change	13
7	Expenditure	51
8	Fertilizers	0
9	Health & Family Welfare	28
10	Information & Broadcasting	33
11	Industrial Policy & Promotion	5
12	Labour & Employment	5
13	Mines	4
14	New & Renewable Energy	4
15	Petroleum & Natural Gas	3
16	Power	14
17	Road Transport & Highways	0
18	Science & Technology	0
19	Shipping	13
20	Steel	3
21	Telecom	8
22	Textiles	1
23	Water Resources, River Development & Ganga Rejuvenation	11
24	Youth Affairs & Sports & Skill Dev.	0

**Annexure-V**

**Cadre Unit:-**

**Incumbency position in the Grade of PS of CSSS as on 04.01.2016**

<b>Sanctioned Strength</b>	<b>No. of regular PS</b>	<b>No. of ad-hoc PS</b>	<b>Total Incumbency</b>	<b>Vacancy</b>	<b>Reasons of variations</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4) (2 + 3)</b>	<b>(5) (1-4)</b>	



**Proforma for filling up option**

1.	Name	
2.	Designation	
3.	Ministry/Department	
4.	Date of Birth	
5.	Contact No./Mobile No.	
6.	Educational Qualification	
7.	Residential Address	
8.	Name/Designation/Contact No. of the officer with whom posted at present	

## 9. Previous posting (s)

	Grade	Ministry/ Department	Period		No. of Years
			From	To	
(i)	Stenographer Grade 'D'				
(ii)	Personal Assistant				
(iii)	Private Secretary (Ad-hoc)				

## 10. Preferences for posting (with reasons)

	Ministry/Department	Reason(s)
(i)		
(ii)		
(iii)		

Signature of officer

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Signature of US (Admn.)/Estt. -----