

No.4/4/2016-CS-II (A)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

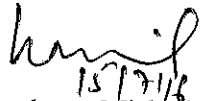
3rd Floor, Lok Nayak Bhawan, Khan Market,
New Delhi -110 003.
Dated the 15th July, 2016

OFFICE MEMORANDUM

Subject:- Rotational Transfer of Private Secretary of CSSS-regarding.

The undersigned is directed to refer to this Department's OM No. 25/28/2014-CS.II(A) dated 22.07.2015 vide which the Rotational Transfer Policy (RTP) for CSSS personnel has been notified.

2. As per revised RTP, 1st July of the year is the cut-off date for calculating the period of residency in a Ministry/Department. An officer for being covered under RTP should have completed prescribed tenure as on this date of the year in which the rotational transfer is being considered.
3. While examining the web based data in respect of the Private Secretaries to be covered under RTP, it has been observed that complete/updated data in respect of a large number of officers are not available. In respect of a substantial number of officials, no data at all are available. **The Cadre Units are requested to ensure that the data at Cadre Management System are updated and complete in all respects.** In the meanwhile, the information in respect of PSs be furnished to this Department in the enclosed proforma positively by **25.07.2016.**
4. All the Cadre Units of CSSS are requested to furnish the name of the eligible PSs of CSSS posted in Delhi or outside who have completed the prescribed tenure and are covered for transfer under the provisions mentioned in RTP applicable for CSSS officers. While sending the name of officials posted outside Delhi to this Department, Cadre Units have to ensure that they have circulated the anticipated outstation vacancies as per provisions prescribed under para 14 of the RTP. The requisite information be provided in the prescribed proforma (Annexure) to this Department
5. **It is once again reiterated that it may be ensured that data in respect of the officers are duly filled/ updated in the Web based of this Department before sending their details. If the data is not complete and updated it should be first got updated before submitting the requisite information.**


15/7/16
(Kameshwar Mishra)

Under Secretary to the Government of India
Tel .No.24623157

To

Under Secretaries incharge of admin. in the all Cadre Units of CSSS.

ANNEXURE to O.M. NO. 4/4/2016-CS.II (A) DATED 15.07.2016

Name of Cadre Unit:-

Sl. No	Name of the officer (Shri/Smt./Ms.)	Date of Birth	Select List year of the PS of CSSS	Period of total stay, including all the grades held, in the present cadre unit		Period of stay (in years) in the present cadre unit	Period of deputation, if any.	Remarks *	* Action taken, if any, for filling up the outstation vacancy likely to occur in pursuance of the transfer of the officials covered under RTP.
				From	To				
1	2	3	4	5		6	7	8	9

*- Outstation postings may be separately indicated with all particulars against candidates names in col. Nos. 8 & 9.

Signature of Under Secretary:

Name:

Stamp: