

**Reminder**  
**IMMEDIATE**

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

3<sup>rd</sup> Floor, Lok Nayak Bhawan, Khan Market,  
New Delhi -110 003.

Dated the 29<sup>th</sup> August, 2016.

**OFFICE MEMORANDUM**

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

The undersigned is directed to refer to this Departments' O.M. of even number dated **15.07.2016** on the above mentioned subject. The requisite information regarding eligible PSs of CSSS who have completed the prescribed tenure of 8 years in a particular cadre unit and are covered under the provisions mentioned in RTP applicable for CSSS officers as due for transfer was required to be furnished to this Department in the prescribed proforma by **25.07.2016** by the Cadre Units of CSSS.

2. The requisite information from some Cadre Units as per Annexure has not so far been received till date. It may be appreciated that the non-receipt of this information is delaying the time-bound process of finalizing the rotational transfer of eligible Private Secretaries of CSSS. The defaulting Cadre Units are once again requested to furnish the requisite information **without any further delay.**

  
(Rajesh Sarswat)

Under Secretary to the Government of India

Tel .No.24654020

To

Under Secretaries incharge of Admin. in the defaulting Cadre Units of CSSS.

**Annexure to OM No.4/4/2016-CS.II(A) dated 29.08.2016**

1. **US (Admn.)**, D/o Animal Husbandry, D&F, Krishi Bhavan, New Delhi.
2. **US (Admn.)**, M/o Civil Aviation, Rajiv Gandhi Bhavan, New Delhi.
3. **US (Admn.)**, M/o Coal, Shastri Bhavan, New Delhi.
4. **US (Admn.)**, M/o Commerce & Industry, Udyog Bhavan, New Delhi.
5. **US (Admn.)**, M/o Defence, B Wing, Sena Bhavan, New Delhi.
6. **US (Admn.)**, D/o Expenditure, North Block, New Delhi.
7. **US (Admn.)**, D/o Fertilizers, Shastri Bhavan, New Delhi.
8. **US (Admn.)**, M/o Health & Family Welfare, Nirman Bhavan, New Delhi.
9. **US (Admn.)**, M/o Home Affairs, North Block, New Delhi.
10. **US (Admn.)**, D/o Industrial Policy & Promotion, Udyog Bhavan, New Delhi.
11. **US (Admn.)**, M/o Labour, Shram Shakti Bhavan, New Delhi.
12. **US (Admn.)**, D/o Legal Affairs, Shastri Bhavan, New Delhi.
13. **US (Admn.)**, M/o MSME, Udyog Bhavan, New Delhi.
14. **US (Admn.)**, M/o Mines, Shastri Bhavan, New Delhi.
15. **US (Admn.)**, M/o Minority Affairs, CGO Complex, Lodi Road, New Delhi.
16. **US (Admn.)**, D/o Personnel & Training, North Block, New Delhi.
17. **US (Admn.)**, M/o Petroleum & Natural Gas, Shastri Bhavan, New Delhi.
18. **US (Admn.)**, NITI Aayog, Yojana Bhavan, Sansad Marg, New Delhi.
19. **US (Admn.)**, M/o Power, Shram Shakti Bhavan, New Delhi.
20. **US (Admn.)**, M/o Rural Development, Krishi Bhavan, New Delhi.
21. **US (Admn.)**, D/o Science & Technology, Technology Bhavan, New Delhi.
22. **US (Admn.)**, D/o Higher Education, Shastri Bhavan, New Delhi.
23. **US (Admn.)**, M/o Shipping, Transport Bhavan, New Delhi.
24. **US (Admn.)**, M/o Steel, Udyog Bhavan, New Delhi.
25. **US (Admn.)**, Supply Division, Nirman Bhavan, New Delhi.
26. **US (Admn.)**, D/o Telecommunication, Sanchar Bhavan, New Delhi.
27. **US (Admn.)**, M/o Urban Development, Nirman Bhavan, New Delhi.
28. **US (Admn.)**, M/o Women & Child Development, Shastri Bhavan, New Delhi.
29. **US (Admn.)**, M/o Textiles, Udyog Bhavan, New Delhi.
30. **US (Admn.)** M/o N. & R. Energy, Block No.-14, CGO Complex, ND
31. **US (Admn.)**, M/o DoNER, Vigyan Bhavan, Annexe, Maulana Azad road, New Delhi.
32. **US (Admn.)**, M/o AYUSH, Ayush Bhavan, B- Block, GPO Complex, INA, New Delhi.