

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

Lok Nayak Bhawan, Khan Market,
New Delhi, dated the 15th July, 2011

OFFICE MEMORANDUM

Subject: Rotational Transfer Policy (RTP) applicable to Central Secretariat stenographers' Service personnel – consolidated instructions – regarding

In supersession of the instructions contained in OMs of even number dated 21.7.2009, 02.03.2010 and 30.07.2010 on the subject mentioned above, it has been decided that the tenure of a CSSS personnel in a particular cadre unit/Ministry/Department shall be 10 years. However, normally, an officer will be posted outside the cadre unit/Ministry/Department only upon promotion.

2. In order to ensure that officers are given exposure to working in different Ministries/Departments, he/she would be allowed to give three options (Cadre unit in case of posting upto the level of PS and Ministries/Departments in case of PPS onwards), whenever he/she is liable to be transferred out under the said policy. An effort would be made to accommodate their options to the extent possible subject to seniority and availability of vacancies.

3. An officer, who is otherwise liable to be transferred outside the Cadre unit/Ministry/Department as per the above policy, may not be transferred under the following circumstances:

- (a) If the officer has less than 2 years of service left to superannuate, he or she will not be transferred provided there is a vacancy available in that grade in the concerned Ministry/Department.
- (b) If the officer is superannuating within a period of 6 months and there is no vacancy available in that cadre unit, he/ she shall be given personal upgradation in the same cadre unit by keeping a vacancy in abeyance for the period in some other cadre unit.

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
- (c) If a CSSS officer is posted with Secretary to the Government of India, he/she may be allowed to continue there provided a written request is received by the Secretary concerned in this regard. Such extended stay would be allowed upto 3 months after the date of superannuation of the Secretary concerned. **No further extension would be allowed.**

In order to ensure that opportunity of working with a Secretary to Government of India is available to more officers, it has also been decided that a CSSS officer can work in the office of Secretary maximum for a period of 10 years and this would be ensured by the concerned Ministry/Department/Cadre Units while posting an official in the office of the Secretary to the Government of India. However, this condition will not apply in case of Sr.PPS/PSOs as normally there is only one such post available in any Ministry/Department.

- (d) PMO, Cabinet Secretariat and offices of Attorney General and Solicitor General of India would be exempted from the above policy.

4. It has also been decided that if an officer of CSSS is not relieved within 45 days of the transfer order or such period, if any, allowed by the Department of Personnel and Training, the officer shall be deemed to have been relieved by the Cadre unit/Ministry/Department in which he/she has been working and thereafter, the officer shall not be entitled to draw any salary and allowances for the period of such overstay from the Ministry/Department from where the officer was transferred.

5. This policy would come into effect for all promotions/transfers effective after 1st July, 2011. However, orders which have already been issued as per previous policy prior to the above date will not be altered and will need to be implemented.


(Rajeev Kapoor)
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