

F.No.21/2/2009-CS.I(P)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

Dated the 5th October, 2012.

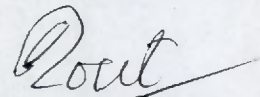
Office Memorandum

Subject: Posting of officers of Section Officers' Grade and Assistants' Grade of Central Secretariat Service to the posts located outside National Capital Region- procedure for

The offices of the Central Ministries/Departments participating in the Central Secretariat Service (CSS) are mostly located in National Capital Region (NCR). However, there are a few posts of CSS cadre which are located outside NCR, in the various regions of the country. The CSS being a transferable service, members of the CSS are liable to be posted to such posts located outside NCR also. It has been decided with approval of the competent authority that to fill up such CSS posts which are located outside NCR, the following procedure would generally be adopted for the posts of Section Officers' Grade and Assistants' Grade:-

- (i) The cadre-unit would fill up the post from only amongst their own personnel by circulating the post among them. In case of their inability to fill up the post, the cadre-unit would request DOPT to circulate the post and invite applications from eligible CSS personnel.
- (ii) The action to fill up the post may be initiated six months before arising of the vacancy.
- (iii) An officer shall be selected for the particular post keeping in view all the relevant factors and instructions/guidelines.
- (iv) The tenure of Section Officer and Assistant posted outside NCR may normally be 7 years on that post irrespective of their tenure in the main Ministry/Department.
- (v) If no application is received after circulation by DOPT, the present incumbent may be allowed to continue on the post for one more year after which the post may be re-circulated.
- (vi) DOPT (CS.I Division) may post any officer without taking his consent for posting outside NCR, in case of exigencies. This authority shall not be exercised by any cadre-unit.

2. The above stated procedure is only directory in nature and not mandatory and is therefore subject to administrative exigencies.



(Gokul Chandra Rout)

Under Secretary to the Government of India

To,
All the Cadre-Units of Central Secretariat Service