

MOST IMMEDIATE

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: 18th January 2011

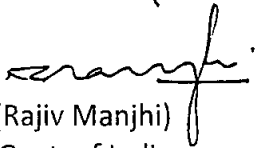
OFFICE MEMORANDUM

Subject: - Rotational Transfer Policy (RTP) applicable to officers of the Central Secretariat Stenographers Service – consolidated instructions – for comments / suggestions reg.

The undersigned is directed to say that this Department is in the process of issuing consolidated instructions on Rotational Transfer Policy (RTP) of CSSS personnel. In this context, a copy of draft consolidated instructions proposed to be issued, is forwarded herewith.

2. All the participating Ministries/Departments are requested to send their suggestions/comments, if any, in this regard to this Department latest by 4th February 2011 for taking further necessary action in the matter.

Encl: As above.



(Rajiv Manjhi)
Deputy Secretary to the Govt. of India
Tel: 24622365

To

All participating Cadre Units of CSSS (As per list)

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Subject: - Rotational Transfer Policy (RTP) applicable to Central Secretariat Stenographers' Service personnel – consolidated instructions – reg.

In supersession of the instructions contained in OMs of even number dated 21/07/2009, 2/03/2010 and 30/07/2010 on the subject mentioned above, it has been decided to issue following consolidated instructions on the subject which will be applicable with immediate effect:

- (i) The combined tenure of CSSS officers in a particular Ministry/Department shall be 5 years in the case of Principal Staff Officer, Sr. Principal Private Secretary and Principal Private Secretary.
- (ii) The combined tenure of CSSS officers in a particular Ministry/Department shall be 7 years in the case of Private Secretary, Personal Assistant and Stenographer Grade "D".
- (iii) On promotion, an official of the CSSS 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 tenure prescribed for the promotion post, as mentioned at Sl. No. (i) & (ii) above, subject to:
 - (a) If a CSSS officer has less than 2 years to superannuate, he / she will not be transferred out provided there is a vacancy available in that grade in the concerned Ministry/Department.
 - (b) If a CSSS officer is superannuating within a period of 6 months and there is no vacancy, he / she shall be retained in the same cadre by keeping a vacancy in abeyance for the period in some other Cadre.
 - (c) PPS / Sr. PPS working with the Secretary to the Government of India, on his/her promotion as Sr. PPS/ PSO may be retained in the same Ministry / Department, if there is a vacancy in the promotion grade in that Ministry/Department.

2. It is requested that the above mentioned Rotational Transfer Policy may be given wide publicity and brought to the notice of all concerned.

(Rajeev Kapoor)
Joint Secretary to the Govt. of India
Tel: 23093608

To

All concerned Ministries/Departments