

F. No. 4/11 /2021-CS.I(D)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

2<sup>nd</sup> Floor, Lok Nayak Bhawan  
Khan Market, New Delhi  
Dated the 17<sup>th</sup> August, 2021

OFFICE MEMORANDUM

Subject: Rotational Transfer of DS/Director of CSS- regarding.

The undersigned is directed to refer to the revised Rotational Transfer Policy published on the website of this Department vided O.M No. 21/2/2009-CS.I(P) dated 16<sup>th</sup> July, 2015. In terms of the revised RTP, Deputy Secretaries/Directors who have completed five years or more in the same Ministry/Department are eligible for transfer. The officers serving in Ministries/Departments as mentioned in Annexure III of RTP have a reduced tenure by one year prescribed for the grade. Certain categories of officers such as, those who are within two years of retirement, etc. are exempted from rotational transfer.

2. In terms of RTP, officers who have completed the normal prescribed tenure in both the Groups would be transferred first and then officers posted in Ministries/Departments qualifying for one year reduced tenure would be considered for transfer. It has been also provided under RTP that equal number of officers will be transferred and posted to ensure relievers are available for the officers transferred out. This is possible only if the number of officers covered under rotational transfer in both the groups is equal to ensure provision of relievers in place of transferred officers. If there is a mismatch between the number of officers covered under rotational transfer between the Groups, only equal number of officer will be transferred on the basis of higher length of service and the remaining left out officers will be covered in the next round of rotational transfer in the subsequent year.

3. Accordingly, a list of DS/Director who have completed the prescribed tenure of 05 years as well as reduced tenure of 4 years in respect of certain Ministries/Departments as on 01.07.2020 and are not exempted from transfer in terms of the RTP, has been prepared and enclosed ( **Annexure**). The list does not include the names of officers, who were promoted to the DS/Dir. Grade, after 01.07.2020.

4. The officers concerned should also ensure that their data is complete in all respect in the web based cadre management system at cscms.nic.in. If the data is not complete, it should be first got updated in the system.

5. Ministries/Departments are requested to bring to the notice of this Department the name of any DS/Director against whom any vigilance disciplinary case is pending in his respective Ministry/Department so that he/she may not be considered for rotational transfer to facilitate the completion of the proceedings there itself. They are also requested to bring to the notice of this Department the name of any DS/Director who has completed his/her prescribed tenure but has been left out in the proposed list of rotational transfer.

6. Ministries/Departments and officers concerned may check the information in the Annexure and bring to the notice of this Department if there is any discrepancy in the list.

7. In this connection, the following points are clarified:

- (i) Tenure for the purpose of transfer under RTP will not only include service rendered in the current designation, but also service rendered in other designations in a particular Ministry/Department i.e. total service rendered in the Ministry/Department will be counted
- (ii) Deputation/long leave/long term training is excluded for calculating the residency period. For this purpose, period of leave/training exceeding 6 months will be treated as long leave/long training.
- (iii) Officers currently on deputation (though completed the prescribed tenure) will be excluded from the list of officers to be transferred under RTP. They will be rotated on reversion to the cadre.
- (iv) Ministries/Departments have been divided into two groups viz. Group 'A' and Group 'B'. If the officer has served his tenure in a Ministry/Department in Group 'A', he/she will be transferred to a Ministry/Department in Group 'B' and vice versa.
- (v) Officers who have completed the normal prescribed tenure in both the Groups would be transferred first and then officers posted in Ministries/Departments qualifying for one year reduced tenure would be considered for transfer.
- (vi) Only equal number of officers will be transferred on the basis of higher length of service to ensure relievers are available for the officers transferred out.
- (vii) DS/Directors who are not clear from Vigilance Angle and who are due for transfer under RTP be transferred out in case a report is received from the concerned Ministry/Department. Such an officer will be posted to a non-sensitive post in any Ministry/Department without seeking his option for posting. No preference will be sought from such officer.

8. The requisite information may be furnished by **27<sup>th</sup> August, 2021**. In case no communication is received by the stipulated date, the information as furnished in the list will be considered as final and further action will be taken accordingly. The officers to be considered for rotational transfer will be finalized after correction of data, if any. Once the list is finalized, options will be sought from the officers concerned before issue of rotational transfer orders. Transfer of any officer will, however, not be effected during the currency of any parliament session.

  
(Ravi Vazirani)

Under Secretary to the Govt. of India

Tel.No. : 24629413

To

1. Ministries/Departments concerned.
2. Deputy Secretaries/Directors of CSS, concerned.

List of DS/Directors eligible for transfer under RTP as on 01.07.2020

S.No.	Group	Min/Dept	Desg.	Name (S/Sh/Ms.)	DoB	Posted Since
1	A	Animal Husbandry & Dairying	Dir	D.K. Choudhary	15-Jul-1970	4-Mar-15
2		Defence	Dir	Sudershan Mendiratta (Smt.)	9-Jul-1966	29-Apr-16
3		Defence	Dir	K. Chandra Singha	12-Apr-1965	10-Sep-13
4		Defence	Dir	Satya Prakash Arya	18-Apr-1964	10-Sep-13
5		Defence	Dir	Sharda Prasad	1-Aug-1964	11-Sep-13
6		Defence	Dir	Jagjeet Kumar	10-Nov-1964	1-Oct-14
7		Defence	Dir	Pitam Singh	10-Jul-1964	19-Nov-15
8		Defence	Dir	S. Gopal Krishna	4-Aug-1970	25-Oct-15
9		Defence	Dir	Anurag Rohtagi	26-Sep-1970	2-Feb-15
10		DOP&T	Dir	A.N. Narayanan	19-Dec-1963	1-Apr-15
11		DOP&T	DS	R. Gayathri(Smt.)	24-Oct-1963	5-May-08
12		DOP&T	DS	Surendra Prasad Pant	12-Jun-1964	9-Jun-11
13		Expenditure	Dir	Shiv Ram Meena(6439-X)	10-Aug-1965	19-Nov-15
14		Home Affairs	Dir	Meenu Batra(Smt.)	3-Jun-1966	31-Mar-15
15		Home Affairs	Dir	Manjula Saxena (Smt.)	10-May-1964	1-Jul-15
16		Home Affairs	Dir	Vijay Singh Rana	10-Jun-1966	31-Dec-13
17		Home Affairs	DS	Raj Kumar Pandey	23-Jan-1964	29-Jun-16
18		Home Affairs	Dir	M. Subramanian	5-Jan-1969	1-Apr-15
19		Labour & Employment	DS	Vayaila Rungsung	12-Jan-1965	3-Nov-14
20	B	Economic Affairs	Dir	Ravinder Kumar	2-Feb-1966	25-Sep-14
21		Environment, Forest & Climate Change	Dir	Asha Chauhan (Ms.)	13-Apr-1965	11-Oct-13
22		Financial Services	DS	Sanjay Kumar	16-Apr-1971	1-Aug-14
23		Food & Public Distribution	Dir	Khamkhan Pauva Guite	24-Dec-1964	12-Dec-13
24		Food Processing Industries	Dir	Dr. Atya Nand	3-Jan-1973	7-Jul-14
25		Health & Family Welfare	Dir	Ashish V Gawai	6-Jan-1969	1-Jul-15
26		Health & Family Welfare	Dir	Ghulam Mustafa	24-Nov-1969	8-Aug-12
27		Housing & Urban Affairs	Dir	Sudhir Chandra Jana	14-Apr-1964	10-Sep-14
28		Housing & Urban Affairs	Dir	G. Ravinder	3-Apr-1972	15-Jun-15
29		Micro, Small & Medium Enterprises	Dir	Raja Ram Meena	15-Apr-1966	30-Dec-13
30		Petroleum & Natural Gas	Dir	A. Perindevi Rao	13-Oct-1965	19-Dec-14
31		Pharmaceuticals	Dir	A. Vincent Lakra	16-Oct-1964	2-Jul-13
32		Revenue	Dir	Makkhan Lal Meena	25-Aug-1967	30-Dec-13
33		RML Hospital	Dir	Arvind Kumar	9-Apr-1965	7-Jan-14
34		Skill Development & Entrepreneurship	DS	Dev Prakash Singh	1-Jan-1964	26-Jun-15