

F.No.3/1/2012-CS.I (D)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Lok Nayak Bhawan, New Delhi.
Dated 21st August, 2012.

Office Memorandum

Subject: Posting of officers of the level of Under Secretary & Deputy Secretary/Director 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 the 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 the approval of 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 the level of Under Secretary & Deputy Secretary/ Director:

- (i) CS.I Division in Department of Personnel & Training will directly post the officer to the post, under intimation to the participating Ministry/ Department (cadre-unit).
- (ii) The officer posted to the post shall not be transferred by the cadre-unit to any other station without prior consultation with CS.I Division.
- (iii) CS.I Division will invite the application for posting from the cadre officers by circulating the details of the post, whenever a vacancy arises there. The cadre-unit may send the timely intimation about the vacancy so that action may be taken for circulation well in advance.
- (iv) On the basis of applications received, an officer will be selected by CS.I Division for the particular post keeping in view all the relevant factors and instructions/guidelines.

2. These guidelines are however only directory in nature and not mandatory and are therefore subject to administrative exigencies.

(Utkarsh R Tiwari)
Director
Tele:24629411

To

All the cadre-units of CSS