

No. 4/12/2011-CS-I (D)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel and Training)

Lok Nayak Bhavan, New Delhi  
The 2<sup>nd</sup> March, 2012

**OFFICE MEMORANDUM**

**Subject: Implementation of Rotational Transfer Policy in respect of officers of the Central Secretariat Service (CSS) in all grades**

The Rotational Transfer Policy of CSS officers prescribes a fixed tenure of posting for an officer of the Central Secretariat Service in a particular Ministry/Department. One of the objectives of the Rotational Transfer Policy is gaining of exposure by the officers to different challenging situations in varied Ministries/Departments which will not only help them individually to progress in their career but result in the betterment of the administrative system as a whole.

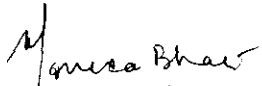
2. The DOP&T is planning to effect transfers of CSS officers in all grades, who are due for transfer as on 1.1.2012, under the Rotational Transfer Policy during the year till 31<sup>st</sup> December, 2012 in a phased manner as per the following schedule:

Month	Category
March, 2012	Section Officers (both regular and ad hoc) who have completed 16 years or more in a Ministry/Department.
April, 2012	(i) Under Secretaries who have completed 7 years or more in a Ministry/Department.  (ii) Assistants (both regular and ad hoc) who have completed 16 years or more in a Ministry/Department.
June, 2012	(i) Directors and Deputy Secretaries who have completed 5 years or more in a Ministry/Department.  (ii) Section Officers (both regular and ad hoc) who have completed 13 years or more in a Ministry/Department
July, 2012	(i) Under Secretaries who have completed 6 years or more in a Ministry/Department  (ii) Assistants (both regular and ad hoc) who have completed 8 years or more in a Ministry/Department
September, 2012	Section Officers (both regular and ad hoc) who have completed 7 years or more in a Ministry/Department

October, 2012	(i) Under Secretaries who have completed 5 years or more in a Ministry/Department  (ii) Assistants (both regular and ad hoc) who have completed 7 years or more in a Ministry/Department
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3. Cooperation of all the Ministries/Departments is solicited in the implementation of the transfers by relieving the officers figuring in the transfer orders immediately without waiting for their substitutes to join.

4.. It is also requested that Ministries/Departments do not send requests for retention of officers who have been so transferred and may take proactive steps to plan the transition in an appropriate manner.

  
(Monica Bhatia)  
Director  
Tel: 24629411

Joint Secretary (Admn./Estt)  
Ministries/Departments participating in CSS

Copy for appropriate action to:

1. Deputy Secretary(CS-II)
2. US(D), CS-I/US (S&A), CS-I/ US(U), CS-I/US(CSCS), CS-II
3. SO(D)/SO(U)/SO(S)/SO(A)