

No.7/4/2012-CS-I(A)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

**2nd Floor, Lok Nayak Bhavan,
Khan Market, New Delhi-110003**

Dated: 25th May 2012.

OFFICE MEMORANDUM

Subject: Rotational Transfer of Assistant with more than 16 years of service in the same Ministry/Department.- reg.

The undersigned is directed to refer to this Department's OM of even number dated 11th April 2012 whereby Cadre Units were requested to furnish information/preference of posting of Assistants who have completed more than 16 years of service in any capacity in a particular Ministry/Department (excluding those who are due for superannuation within two years as on 01.01.2012).

2. It is noticed that a number of cadre units have not furnished the requisite information so far. The defaulting Cadre Units addressed below are therefore, requested to furnish information/preference of posting of Assistants who have completed more than 16 years of service in any capacity in a particular Ministry/Department (excluding those who are due for superannuation within two years as on 01.01.2012) to this Division immediately.

3. The Cadre Units who have earlier furnished only the list of Assistants covered under RTP are requested to obtain the preference for posting in the proforma (copy enclosed) and furnish the same to this Department immediately.


(K. Suresh Kumar)
Under Secretary to the Government of India
Tel: 24642705

To

Director/DS (Admn./Estt.) of following cadre units of CSS.
1. Department of Agriculture & Cooperation, Krishi Bhavan, New Delhi-110001.

2. Ministry of Civil Aviation, Rajiv Gandhi Bhavan, Safdarjung Airport, New Delh-110003.
3. Ministry of Coal, Shastri Bhavan, New Delhi – 110001.
4. Department of Commerce, Udyog Bhavan, New Delhi-110011.
5. Ministry of Defence, New Delhi-110011.
6. Department of Expenditure, North Block, New Delhi-11001.
7. Department of Food & PD, Krishi Bhavan, New Delhi -110001.
8. Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011.
9. Ministry of Home Affairs, North Block, New Delhi-110001.
10. Ministry of Information& Broadcasting, Shastri Bhavan, New Delhi – 110001.
11. Department of Industrial Policy & Promotion, Udyog Bhavan, New Delhi-110001.
12. Ministry of Micro, Small & Medium Enterprises, Udyog Bhavan, Delhi-110011.
13. Ministry of Petroleum & Natural Gas, Shastri Bhavan, New Delhi-110001.
14. Planning Commission, Yojana Bhavan, New Delhi – 110001.
15. Ministry of Power, Shram Shakti Bhavan, New Delhi – 110001
16. Ministry of Road Transport & Highways, Transport Bhavan, New Delhi-110001.
17. Ministry of Science & Technology, Technology Bhavan, New Delhi – 110030.
18. Ministry of Social Justice & Empowerment, Shastri Bhavan, New Delhi-110001,
19. Department of Telecom, Sanchar Bhavan, New Delhi-110001.
20. Union Public Service Commission, Dholpur House, New Delhi-110001.
21. Ministry of Urban Development, Nirman Bhavan, New Delhi-110001.
22. Ministry of Minority Affairs, Paryavaran Bhavan,CGO Complex, New Delhi – 110003.
23. Ministry of Earth Science, Prithvi Bhavan, Lodi Road, New Delhi-11003.
24. Ministry of Shipping, Transport Bhavan, New Delhi – 110001.

ANNEXURE-II

1. PERSONAL INFORMATION

1.	Name	
2.	Select List/SCSL No.	
3.	Designation	
4.	Date of Birth	
5.	Present Ministry/Department	
6.	Contact Number	
7.	Education Qualification	

2. EXPERIENCE

S. No.	Grade	Ministry/ Department	Period (Give Dates)		Subject Dealt (in brief)
			From	To	
1.					
2.					
3.					
4.					
5.					

3. PREFERENCE FOR POSTING

S.No.	Ministry/Department	Reasons (s)
1.		
2.		
3.		

(Signature)