

No. 21/2/2009-CS.I(P)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

2<sup>nd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi-110003  
Dated the 30<sup>th</sup> December 2013

**OFFICE MEMORANDUM**

Subject: Constitution of Committees for recommending posting/transfer of CSS Officers

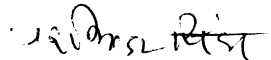
The undersigned is directed to refer to this Department's OMs of even No. dated 29.4.2009 and 8.4.2010 prescribing tenures for CSS Officers in Ministries/ Departments.

2. Committees as under has been constituted for recommending posting / transfer of CSS Officers on their promotion/ transfer in the various grades as under:

<b><u>Grade of CSS</u></b>	<b><u>Composition of Committee</u></b>
Assistants & Section Officers	(i) US dealing with the subject matter (ii) Another US from CS.I Division nominated by Dir (CS.I) (iii) One US from CS.II Division
Under Secretary	(i) Director (CS.I) (ii) Director (CS.II) (iii) One DS/Dir nominated by JS(AT&A)

3. The above Committees are only recommendatory bodies. The Committee would normally make recommendations in accordance with the transfer policy notified by various orders in this regard, and also considering the administrative convenience and exigencies. The seniority, age of the officer, his/her past posting profile, nature of duties attached to the post, place of posting, vacancies in various Ministries/ Departments etc would also be considered.

4. The transfer policy and guidelines are only directory in nature and not mandatory. Any officer can be transferred by the competent authority at any time to any post in administrative exigencies by recording reasons.

  
(Parminder Singh)

Under Secretary to the Government of India  
Tele.: 24642705

All participating Ministries/Departments of CSS