

No. 2/1/2015-CS.II (A)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
(Department of Personnel & Training)

3<sup>rd</sup> Floor, Lok Nayak Bhawan  
Khan Market, New Delhi-110003  
Dated: 1<sup>st</sup> April, 2015

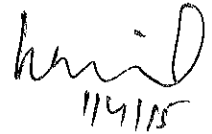
**OFFICE MEMORANDUM**

Subject: Rotational transfer of CSSS officers of Sr. PPS grade- Furnishing of personal information thereof-reg.

The undersigned is directed to say that this Department has proposed a revised Rotational Transfer Policy (RTP) in respect of CSSS officers. It has been decided to carry out rotational transfer of CSSS officers of the Sr. PPS grade on the basis of the proposed revised rotational transfer policy, keeping in view the following parameters:

- (i) Ministries/ Departments are categorized into Group 'A' and Group 'B' for posting/ transfer.
- (ii) The proposed RTP provides a tenure of six years for Sr. PPS in a Ministry/ Department, including continuous tenure rendered in any other designation in the same Ministry / Department;
- (iii) In Group 'A', certain Ministries qualify for a reduced tenure by one year.
- (iv) An officer, on transfer, shall ordinarily be posted from Group A → Group B and Group B → Group A, if they have completed the prescribed tenure. However, the officers presently posted in Group 'A' Ministries/ Departments may opt for posting in the same Group. In that case on posting to Ministry/ Department in Group 'A' the tenure will be counted afresh. However, this option will not be available to officers currently posted in Group 'B' to remain in Group 'B'
- (v) An officer who is to be transferred out from the current Ministry/ Department on completion of prescribed tenure may also be allowed option for posting in a Ministry/ Department where he earlier served subject to the condition that there is a gap of period which is equal to tenure prescribed for the post.
- (vi) Officers who are within two years of superannuation will be exempted from rotational transfers.
- (vii) For calculation of residency in a Ministry/ Department, the cut-off date has been taken as 31.03.2015.
- (viii) The Placement Committee will recommend posting of officers under RTP keeping in view relevant factors viz., vacancies, past experience, seniority, specialized training done, preference for posting etc.

2. Group wise distribution of Ministries/ Departments is at **Annexure-I**. The list of brief details of officers who are likely to be considered for rotational transfer is at **Annexure-II**. The information relating to vacancies is at **Annexure-III**.
3. All the Ministries/ Departments are requested to verify the list of officers (Annexure-II) and any addition or deletion if required, may kindly be brought to the notice of this Department without any delay.
4. The officers listed at Annexure-II are requested to exercise their options for posting in the Ministries / Departments in the other Group or as the case may be as per proposed revised RTP latest by **10.04.2015** in the format at **Annexure-IV** to the undersigned immediately. Maximum three choices within the available vacancies may be exercised. If option is not received by **10.04.2015**, it will be presumed that the officer has no specific choice and posting will be decided accordingly.



(Kameshwar Mishra)

Under Secretary to the Govt. of India

Telefax: 24623157

To

Concerned Ministries/ Departments

Group 'A'

S. No.	Ministry /Department
1	Agriculture & Cooperation
2	Culture
3	Defence
4	Personnel & Training
5	Earth Science
6	Food & Public Distribution
7	Home Affairs
8	Human Resource Development
9	Legal Affairs
10	Minority Affairs
11	Micro, Small & Medium Enterprises
12	Planning Commission (Niti Aayog)
13	Posts
14	Rural Development
15	Social Justice & Empowerment
16	Supply Division
17	Tribal Affairs
18	Union Public Service Commission
19	Urban Development
20	Women & Child Development

## Group 'B'

<b>S. No.</b>	<b>Ministry /Department</b>
1	Civil Aviation
2	Coal
3	Commerce
4	Consumer Affairs
5	Corporate Affairs
6	Env. & Forests
7	Expenditure
8	Fertilizers
9	Health & Family Welfare
10	Information & Broadcasting
11	Industrial Policy & Promotion
12	Labour
13	Mines
14	Petroleum & Natural Gas
15	Power
16	Road Transport & Highways
17	Science & Technology
18	Shipping
19	Steel
20	Telecom
21	Textiles
22	Water Resources
23	Youth Affairs & Sports

Ministries / Departments which may be qualified for concession in tenure for posting by one year

<b>S. No.</b>	<b>Ministry /Department</b>
1	Personnel & Training
2	Defence
3	Expenditure
4	Home Affairs
5	Legal Affairs

Officers covered under RTP as on 31.03.2015

S. No.	CSL  No.	Name	SLY	DOB	Present posting	Group	Posted continuously since
1	46	Suresh Kumar	2010	27/03/60	Defence	A	31/12/2005
2	62	Ram Sewak	2011	17/05/57	Agriculture & Co-operation	A	28/04/2006
3	70	Pushp Lata Singh	2011	03/03/61	Water Resources	B	04/04/2006
4	81	V.R. Sharma	2013	14/05/59	Agriculture & Co-operation	A	29/02/2008
5	84	K. Sunil	2013	26/04/64	Power	B	11/06/2008
6	85	C. Jenny Raj	2014	26/09/62	Water Resources	B	31/07/2008

**Group 'A'**

S. No.	Ministry/Department	Vacancy
1	Agriculture & Co-operation	1
2	Defence	3
3	Personnel & Training	3
4	Earth Science	1
5	Food & Public Distribution	1
6	Home Affairs	9
7	Micro, Small & Medium Enterprises	1
8	Planning Commission (Niti Aayog)	2
9	Posts	1
10	Social Justice & Empowerment	3
11	Tribal Affairs	1
12	UPSC	9
13	Urban Development	2
14	Women & Child Development	1
<b>Total</b>		<b>38</b>

**Group 'B'**

S. No.	Ministry/Department	Vacancy
1	Civil Aviation	1
2	Commerce	1
3	Env. & Forests	2
4	Expenditure	6
5	Fertilizers	1
6	Health & FW	4
7	Information & Broadcasting	1
8	Industrial Policy & Promotion	1
9	Mines	1
10	Power	1
11	Science & Technology	1
12	Shipping	1
13	Steel	1
14	Telecom	4
15	Youth Affairs & Sports	1
<b>Total</b>		<b>27</b>

**PERSONAL INFORMATION**

1	Name	
2	CSL No.	
3	Designation	
4	Date of Birth	
5	Present Ministry/Department	
6	Personal contact Number	
7	Educational Qualification	

**8. Experience (including deputation details)**

Designation (Since joining Govt. Service)	Ministry/Department /Organization (including deputation details)	From (DD-MM-YY)	To (DD-MM-YY)

**Note:** The information furnished in the format should tally with the information available in the web based cadre management system. If the information in the web based cadre management system is not up to date, it should first be updated / connected before submitting the form.



9. Preference for posting (Maximum three choices)

S. No.	Ministry / Department	Reasons
i		
ii		
iii		

Certified that I have verified the data in respect of me in the web based cadre management system and the data available therein is correct and up the date.

(Signature of the officer)

Date: