

No.4/2/2015-CS-I(D)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel & Training)

Lok Nayak Bhawan, New Delhi -110003
Dated the 11th August, 2015.

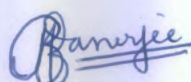
OFFICE MEMORANDUM

Subject: Promotion of Grade-I (Under Secretary) officers of CSS to the Selection Grade (Deputy Secretary) on ad-hoc basis and posting of DS/Director of CSS on their return from leave etc. - Furnishing of personal information thereof.

The undersigned is directed to say that ad-hoc promotions of officers of Grade-I (Under Secretary) of CSS to the Selection Grade (Deputy Secretary) are likely to be made shortly alongwith posting of DS/ Director of CSS on their return from leave etc.

2. As Officers are aware, this Department has proposed a revised rotational transfer policy in respect of CSS Officers. It has, therefore, been considered appropriate to decide posting of officers henceforth on transfer and on promotion as per the proposed policy, on the following parameters:

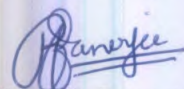
- (i) Ministries /Departments have been categorized into Group A and Group B for posting/ transfer;
- (ii) The proposed RTP provides a tenure of 5 years for DS/Director in a Ministry/ Department, including tenure rendered in any other designation in the same Ministry/ Department;
- (iii) In Group A, certain Ministries qualify for a reduced tenure by one year;
- (iv) An officer on promotion shall be posted from Group A → Group B and Group B → Group A as the case may be, if he has completed the prescribed tenure for the promotional post; However, an officer in Group A may also exercise option for posting in another Ministry/ Department in Group A and in the event of his posting again in Group A, his tenure will be counted afresh for future transfer/posting;
- (v) An officer who is to be transferred out on promotion from the current Ministry/ Department on completion of prescribed tenure or for want of vacancy of the promotional post as the case may be may also opt for posting in a Ministry/ Department where he had earlier served subject to the condition that there is a gap of period which is equal to tenure prescribed for the grade of DS/Director in that Ministry.
- (vi) An Officer who has not completed the prescribed tenure will be retained in the same Ministry/ Department provided a vacancy in the promotional grade is available there;
- (vii) An Officer who is within two years of superannuation will also be retained in the same Ministry/ Department if a vacancy in the promotional grade is available;
- (viii) An officer within six months' of superannuation will not be posted out on promotion; In the absence of a vacancy of the promotional post, he will be adjusted in the same Ministry/ Department by upgradation of the post as personal to him;



- (ix) For calculation of residency in a Ministry/ Department, 2 years/ six months for superannuation as the case may be, the last date of the month in which promotion order/ posting order is issued will be taken as the cut-off date; Accordingly, for posting/ promotion of officers in this round the cutoff date has been taken as 31.07.2015;
- (x) Officers returning from deputation/ long leave/ long term training etc.: An Officer repatriating from deputation, returning from long leave/ long term training will be posted back to the same Ministry/ Department he last served for the balance period of the tenure prescribed for the grade subject to availability of a vacancy and subject to the condition that at least one year of balance tenure is left. In the absence of a vacancy in the last Ministry/ Department served, he will be allowed to exercise option for posting treating the last served Ministry/ Department as his current group. On expiry of the retention for the balance tenure, the officer will be transferred on rotational transfer. Period of leave/ training exceeding six months will be treated as long leave / long term training for the purpose of posting under RTP.
- (xi) Officers to be retained on promotion in the same Ministry/ Department in terms of the RTP would be adjusted first and only thereafter officers returning from deputation, long leave or training would be considered for retention, subject to availability of vacancy.
- (xii) Option for posting: The officers, excluding those who are to be retained, will exercise their option for posting in the Ministries/ Departments in the appropriate Group. Maximum three choices within the available vacancies and in the appropriate Group may be exercised;
- (xiii) The Placement Committee will recommend posting of officers on the basis of seniority, preference, past postings etc.;
- (xiv) If an officer does not want to exercise option, he/she should give an undertaking that he/she is willing for posting as may be decided by the competent authority;
- (xv) If an officer is on deputation, he should immediately indicate his willingness to revert to avail promotion along with his options for posting.

3. The list of brief details of officers who are likely to be considered for promotion/posting is at **Annexure-I**. Information relating to vacancies in DS/Director grade of CSS as on 01.08.2015 is at **Annexure-II**.

4. The officers excluding those who are to be retained as per revised policy are requested to exercise their option for posting in the Ministries/ Departments in the other Group latest by 12.08.2015 in the format at **Annexure-III** to Under Secretary, CS-I (D), Department of Personnel and Training through e-mail (uscsoned@gmail.com) or through fax number given below. Hard copies of the same may also be furnished immediately. If option is not received by 12.08.2015, it will be presumed that the officer has no specific choice and posting will be decided by the Placement Committee accordingly.



(Biswajit Banerjee)

Under Secretary to the Government of India
Telefax: 24629413

To

1. Officers listed at Annex.I

DS/Director for posting

No	CSL No.	Name of the officer (S/Shri/Ms.)	Date of Birth	Present Ministry/Department	Remarks
1	3788-A	Rabindra Prasad	04.04.65	Defence (A)	Choice required either from Gr. A or from Gr.B
2.	4805-A	Sumita Singh	27.09.70	On return from leave from DEA (B)	Choice required from Gr.A

Officers likely to be promoted to the Grade of DS on ad-hoc basis

No	CSL No.	Name of the officer (S/Shri/Ms.)	Date of Birth	Present Min/ Deptt/ Office	Gr.	Posted continuously since	Remarks
1	5152	S.S. Rana	05.11.60	MHA	A	01.04.15	Retention case
2	6431	Roshan Lal	20.05.64	Pharmaceuticals	B	22.09.08	Choice required from Gr.A
3	5459	M.D. Kumar	21.02.59	HRD	B	01.07.06	Choice required from Gr.A
4	5519	A.N. Jena	21.11.61	Petroleum	B	31.05.13	Choice required from Gr. A
5	5640	S.K. Verma	18.08.63	Rural Development	A	10.01.07	Choice required either from Gr. A or from Gr.B
6	5643	Jyoti Mathur	26.11.60	Public Ent.	A	14.12.07	Choice required either from Gr. A or from Gr.B
7	5648	A.K. Sharma	5-Jul-60	Health & FW	B	26.09.13	Retention case
8	6240	Mam Chand	7-Mar-63	Industrial Policy & Prom.	B	30.04.08	Retention case
9	6242	Narendra Kumar	29-Apr-64	Agriculture & Cooperation	A	29.07.08	Choice required either from Gr. A or from Gr.B
10	6246	Suresh Kumar	1-Jan-58	New & Renewable Energy	B	01.06.09	Choice required from Gr. A
11	6248	Ziley Singh Vical	7-Feb-66	Expenditure	A	07.05.13	Choice required either from Gr. A or from Gr.B

Note: List of officers above for posting/promotion is tentative and subject to change

Vacancies in DS/Director grade as on 01.08.2015

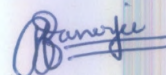
Group A

Sno	Ministry/Deptt	Total Vacancy	Retention case	Net Vacancy
1	Biotechnology	1	0	1
2	DOPT	1	0	1
3	Defence	1	0	1
4	MHA	1	1	0
5	Rural Development	1	0	1
6	Tribal Affairs	1	0	1
7	Water Resources	1	0	1

Group B

Sno	Ministry/Deptt	Total Vacancy	Retention case	Net Vacancy
1	Food Processing Ind.	1	0	1
2	IPP	1	1	0
3	Health & FW	3	1	2
4	Telecommunications	1	0	1

Note: Vacancy postion given above is tentative and subject to change



PERSONAL INFORMATION

Annexure-III

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/Deptt/Orgn (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/corrected before submitting the form.

9. Preference for posting (Maximum three choices)

S.No.	Ministry/Deptt	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 to date.

Date:

(Signature of the officer)