

No. 3/2/2015-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: 10<sup>th</sup> September, 2015.

**OFFICE MEMORANDUM**

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

The undersigned is directed to refer to this Department's OM No. 25/28/2014-CS.II(A) dated 22.07.2015 vide which the revised Rotational Transfer Policy (RTP) for CSSS personnel has been notified. It has accordingly been decided to carry out rotational transfer in the PPS grade of CSSS in the first phase on the basis of the revised rotational transfer policy. In this regard, officers equal in number in both the Groups A and B have been considered for transfer. As there are more officers who have completed the prescribed tenure of six years in Group B Ministries than the officers who have completed the prescribed tenure in Group A Ministries, only equal number of officers on the basis of tenure have been shortlisted for rotational transfer. The list of PPSs thus prepared for rotational transfer is as indicated in **Annexure-II** to this O.M. The list does not include officers within two years of superannuation.

2. The list of vacancies in both the Groups is at **Annexure-III**. The Officers indicated in the list are also requested to indicate their preferences for posting in the enclosed format at **Annexure-IV** which should reach CS.II Division by **18.09.2015**. If option is not received by **18.09.2015**, it will be presumed that the officer has no specific choice and posting will be decided by the Placement Committee accordingly. The posting will be decided in terms of the revised rotational transfer policy as under:

- (i) Ministries/ Departments are categorized into **Group 'A'** and **Group 'B'** for posting/ transfer. Group wise distribution of Ministries/ Departments is at **Annexure-I**.
- (ii) The RTP provides tenure of six years for PPS in a Ministry/Department, including the tenure rendered in any other designation in the same Ministry/ Department. In Group 'A', certain Ministries qualify for a reduced tenure by one year.
- (iii) An officer shall be transferred from Group 'A' → Group 'B' and Group 'B' → Group 'A', as the case may be.
- (iv) The officers may furnish three choices only in the appropriate Group.
- (v) The designated Placement Committee will recommend posting of officers on the basis of seniority, preference and past posting etc;
- (vi) For calculation of residency in a Ministry/ Department, the cut-off date has been taken as 01.07.2015.



3. The officers concerned should also ensure that their data is complete in all respects in the web based cadre management system at [cscms.nic.in](http://cscms.nic.in). If the data is not complete it should be first got updated before submitting the option.
4. Ministries/Departments concerned should keep themselves ready to relieve the officers immediately on issue of orders by this Department.
5. All the Ministries/Departments and officers concerned are requested to verify the information (Annexure-II(A) & (B) and any discrepancy, if noticed in the list, may please be brought to the notice of this Department immediately.



(Kameshwar Mishra)

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To

- (i) All the concerned Ministries/ Departments of CSSS.
- (ii) Officers concerned.

Group 'A'

| S. No. | Ministry /Department                   |
|--------|----------------------------------------|
| 1      | Animal Husbandry, Dairying & Fisheries |
| 2      | Agriculture & Cooperation              |
| 3      | Culture                                |
| 4      | Defence                                |
| 5      | Personnel & Training                   |
| 6      | Earth Science                          |
| 7      | Food & Public Distribution             |
| 8      | Home Affairs                           |
| 9      | Human Education                        |
| 10     | Legal Affairs                          |
| 11     | Minority Affairs                       |
| 12     | Micro, Small & Medium Enterprises      |
| 13     | Niti Aayog                             |
| 14     | Posts                                  |
| 15     | Rural Development                      |
| 16     | Social Justice & Empowerment           |
| 17     | Supply Division                        |
| 18     | Tribal Affairs                         |
| 19     | Union Public Service Commission        |
| 20     | Urban Development                      |
| 21     | Women & Child Development              |

Group 'B'

| S. No. | Ministry /Department                  |
|--------|---------------------------------------|
| 1      | Civil Aviation                        |
| 2      | Coal                                  |
| 3      | Commerce                              |
| 4      | Consumer Affairs                      |
| 5      | Corporate Affairs                     |
| 6      | Environment, Forests & Climate Change |
| 7      | Expenditure                           |
| 8      | Fertilizers                           |
| 9      | Health & Family Welfare               |
| 10     | Information & Broadcasting            |
| 11     | Industrial Policy & Promotion         |
| 12     | Labour & Employment                   |
| 13     | Mines                                 |
| 14     | New & Renewable Energy                |
| 15     | Petroleum & Natural Gas               |
| 16     | Power                                 |
| 17     | Road Transport & Highways             |
| 18     | Science & Technology                  |
| 19     | Shipping                              |

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|    |                                                           |
|----|-----------------------------------------------------------|
| 20 | Steel                                                     |
| 21 | Telecom                                                   |
| 22 | Textiles                                                  |
| 23 | Water Resources, River Development and Ganga Rejuvenation |
| 24 | Youth Affairs & Sports                                    |

**Ministries/ Departments for reduced tenure of posting by one year**

| S. No. | Ministry /Department |
|--------|----------------------|
| 1      | Personnel & Training |
| 2      | Defence              |
| 3      | Expenditure          |
| 4      | Home Affairs         |
| 5      | Legal Affairs        |

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**Officers presently posted in Group 'A' Ministries/ Departments covered  
under RTP as on 01.07.2015**

| S.No. | NAME<br>Shri/Smt./Ms.   | DOB        | SLY  | MINISTRY/DEPARTMENT |
|-------|-------------------------|------------|------|---------------------|
| 1     | V.D.Jaswani             | 13-11-1962 | 2010 | Defence             |
| 2     | V.L. Babu               | 01-06-1959 | 2010 | MHA                 |
| 3     | T.V.Srinivasan          | 21-05-1963 | 2012 | Defence             |
| 4     | K.S. Subramanian        | 24-01-1966 | 2010 | Earth Sciences      |
| 5     | Inderjeet Arora         | 01-11-1965 | 2010 | MHA                 |
| 6     | P.M. Muralidharan       | 11-11-1964 | 2010 | MHA                 |
| 7     | P. Lakshmi Kanthan      | 05-07-1961 | 2012 | Agriculture         |
| 8     | Anil Kumar 'G'          | 06-11-1967 | 2010 | HRD                 |
| 9     | Sanjeev Vohra           | 30-08-1968 | 2010 | MHA                 |
| 10    | M. Jagannatha Rao       | 09-03-1969 | 2010 | MHA                 |
| 11    | K.P. Singh              | 31-10-1958 | 2010 | SJ&E                |
| 12    | K.L. Kapoor             | 12-07-1964 | 2013 | MHA                 |
| 13    | Satyabrata Padhy        | 05-05-1966 | 2011 | MHA                 |
| 14    | Sampuran Singh          | 08-12-1964 | 2011 | Agriculture         |
| 15    | Sanjay Bora             | 31-08-1974 | 2014 | Urban Dev.          |
| 16    | V.V.S.Ram Mohan         | 25-02-1973 | 2012 | Rural Dev.          |
| 17    | Sanjay Kumar            | 24-09-1970 | 2012 | Rural Dev.          |
| 18    | Sanjay Kumar            | 10-12-1965 | 2012 | MHA                 |
| 19    | Prabhu Dayal            | 31-03-1965 | 2012 | MHA                 |
| 20    | Anjana Mukherjee        | 01-07-1963 | 2012 | MHA                 |
| 21    | Narbada Malik           | 11-08-1965 | 2012 | Agriculture         |
| 22    | N. Srinivasan           | 30-08-1963 | 2012 | Defence             |
| 23    | P.S. Prasanna Kumar     | 15-07-1961 | 2013 | Rural Dev.          |
| 24    | N. Thulasi Hariharan    | 30-05-1964 | 2013 | MHA                 |
| 25    | B. Venugopala Rao       | 24-02-1967 | 2012 | Rural Dev.          |
| 26    | Prasanna Rajan          | 05-01-1959 | 2013 | HRD                 |
| 27    | Ganesh Chandra Rao Sahu | 15-08-1967 | 2014 | MSME                |
| 28    | Kusum Arora             | 30-05-1968 | 2013 | HRD                 |
| 29    | Chandra K. Bawari       | 28-04-1969 | 2013 | Agriculture         |
| 30    | Radha Sankaran          | 27-05-1965 | 2014 | HRD                 |
| 31    | Rakesh Kumar            | 13-05-1977 | 2014 | Legal Affairs       |
| 32    | Neelam Madan            | 27-12-1963 | 2013 | Agriculture         |
| 33    | Seema Rustagi           | 01-01-1971 | 2013 | Urban Dev.          |
| 34    | Rajalakshmi Sridhar     | 26-07-1966 | 2014 | Urban Dev.          |
| 35    | T.P.S.SeRAWat           | 05-03-1968 | 2014 | UPSC                |
| 36    | R.Rengarajan            | 06-04-1961 | 2011 | UPSC                |
| 37    | Suman Mahi              | 30-11-1971 | 2011 | Food & PD           |
| 38    | Ishwar Singh            | 05-12-1965 | 2011 | Defence             |
| 39    | Harvinder Phalwaria     | 30-11-1971 | 2011 | Rural Dev.          |
| 40    | Lekh Raj                | 15-01-1963 | 2011 | Defence             |

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**Officers presently posted in Group 'B' Ministries/ Departments covered**  
**under RTP as on 01.07.2015**

| S.No. | NAME<br>Shri / Smt. / Ms. | DOB        | SLY  | PRESENT POSTING |
|-------|---------------------------|------------|------|-----------------|
| 1     | S.K. Sharma               | 12-11-1961 | 2010 | Environment     |
| 2     | V.A. Venkata Chalam       | 27-06-1964 | 2014 | Commerce        |
| 3     | B.Mani                    | 29-04-1964 | 2010 | S & T           |
| 4     | Sansar Chand Birdi        | 10-09-1966 | 2011 | Expenditure     |
| 5     | V. Richards               | 04-12-1957 | 2010 | MNRE            |
| 6     | S. Sivarama Krishan       | 06-05-1967 | 2013 | I&B             |
| 7     | H. Ramakrishnan           | 11-02-1967 | 2010 | Water Res.      |
| 8     | Rashami Minocha           | 10-07-1962 | 2011 | I&B             |
| 9     | Anil Kapoor               | 24-02-1974 | 2011 | I&B             |
| 10    | R. Ravichandran           | 22-02-1966 | 2012 | Water Res.      |
| 11    | Kamal Singh               | 01-07-1962 | 2014 | Shipping        |
| 12    | Kamal Monga               | 28-12-1964 | 2012 | Telecom         |
| 13    | Kamal Verma               | 13-12-1962 | 2012 | Commerce        |
| 14    | Jaysri P.                 | 18-09-1964 | 2012 | Environment     |
| 15    | Arun Kumar Dhir           | 22-04-1963 | 2012 | Water Res.      |
| 16    | Neelam Tarun              | 05-06-1962 | 2012 | I&B             |
| 17    | G.S. Bindra               | 01-01-1962 | 2012 | Labour          |
| 18    | Ajit Singh Sarpal         | 01-08-1971 | 2013 | Civil Aviation  |
| 19    | Rajni Bachani             | 28-03-1965 | 2013 | Expenditure     |
| 20    | S.C. Kargeti              | 14-04-1969 | 2013 | P&NG            |
| 21    | K.M. Hari Govindan        | 01-01-1965 | 2013 | Fertilizers     |
| 22    | Baljeet Kaur              | 16-12-1965 | 2013 | Power           |
| 23    | Geeta Sridharan           | 17-05-1961 | 2013 | I&B             |
| 24    | Kiran Bala Luthra         | 01-08-1963 | 2013 | Health & FW     |
| 25    | Ashok Kumar               | 30-04-1965 | 2013 | Power           |
| 26    | S.S. Rawat                | 23-03-1962 | 2013 | Power           |
| 27    | Tamal Chatterjee          | 04-05-1965 | 2013 | Coal            |
| 28    | Jyoti Chopra              | 29-06-1968 | 2013 | Water Res.      |
| 29    | C.H. Ramachandran         | 27-09-1966 | 2013 | Power           |
| 30    | A.K. Seth                 | 28-07-1967 | 2013 | Expenditure     |
| 31    | Kundan Lal                | 31-08-1962 | 2012 | Environment     |
| 32    | Pramod Pant               | 17-07-1974 | 2013 | S & T           |
| 33    | Seema Sareen              | 25-03-1967 | 2013 | Power           |
| 34    | Mukesh Kumar              | 05-10-1969 | 2013 | P&NG            |
| 35    | Rakesh Kumar              | 14-03-1969 | 2012 | S & T           |
| 36    | Savita Sen                | 04-06-1965 | 2013 | P&NG            |
| 37    | Rajendra Prasad           | 04-03-1966 | 2013 | Expenditure     |
| 38    | Sunita Sidhu              | 20-08-1967 | 2010 | Water Res.      |
| 39    | Devender Kumar            | 19-03-1966 | 2014 | Health & FW     |
| 40    | Anita Gianey              | 19-03-1969 | 2013 | Expenditure     |

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**Annexure-III**

**Vacancy position in the grade of PPS of CSSS as on date**

**Group 'A'**

| S.No. | Ministry/Department                   | Slots |
|-------|---------------------------------------|-------|
| 1     | Animal Husbandry, Dairing & Fisheries | 0     |
| 2     | Agriculture & Cooperation             | 5     |
| 3     | Culture                               | 0     |
| 4     | Defence                               | 5     |
| 5     | Personnel & Training                  | 0     |
| 6     | Earth Science                         | 1     |
| 7     | Food & Public Distribution            | 1     |
| 8     | Home Affairs                          | 11    |
| 9     | Human Education                       | 4     |
| 10    | Legal Affairs                         | 1     |
| 11    | Minority Affairs                      | 0     |
| 12    | Micro, Small & Medium Enterprises     | 1     |
| 13    | Niti Ayog                             | 0     |
| 14    | Posts                                 | 0     |
| 15    | Rural Development                     | 5     |
| 16    | Social Justice & Empowerment          | 1     |
| 17    | Supply Division                       | 0     |
| 18    | Tribal Affairs                        | 0     |
| 19    | Union Public Service Commission       | 2     |
| 20    | Urban Development                     | 3     |
| 21    | Women & Child Development             | 0     |
|       | Total                                 | 40    |

**Group 'B'**

| S.No. | Ministry/Department                   | Slots |
|-------|---------------------------------------|-------|
| 1     | Civil Aviation                        | 1     |
| 2     | Coal                                  | 1     |
| 3     | Commerce                              | 2     |
| 4     | Consumer Affairs                      | 0     |
| 5     | Corporate Affairs                     | 0     |
| 6     | Environment, Forests & Climate Change | 3     |
| 7     | Expenditure                           | 5     |
| 8     | Fertilizers                           | 1     |
| 9     | Health & Family Welfare               | 2     |
| 10    | Information & Broadcasting            | 5     |
| 11    | Industrial Policy & Promotion         | 0     |

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|    |                                                         |    |
|----|---------------------------------------------------------|----|
| 12 | Labour & Employment                                     | 1  |
| 13 | Mines                                                   | 0  |
| 14 | New & Renewable Energy                                  | 1  |
| 15 | Petroleum & Natural Gas                                 | 3  |
| 16 | Power                                                   | 5  |
| 17 | Road Transport & Highways                               | 0  |
| 18 | Science & Technology                                    | 3  |
| 19 | Shipping                                                | 1  |
| 20 | Steel                                                   | 0  |
| 21 | Telecom                                                 | 1  |
| 22 | Textiles                                                | 0  |
| 23 | Water Resources, River Development & Ganga Rejuvenation | 5  |
| 24 | Youth Affairs & Sports                                  | 0  |
|    | Total                                                   | 40 |

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**Proforma for filling up option**

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

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

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

Signature of Under Secretary(Admn.)

Department/ Ministry-----

Tel. -----