

No.4/17/2015-CS-II (A)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

3rd Floor, Lok Nayak Bhawan, Khan Market,
New Delhi -110 003.

Dated the 20th November, 2015

OFFICE MEMORANDUM

Subject:- Rotational Transfer of Private Secretary of CSSS-regarding.

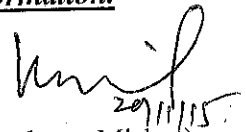
The undersigned is directed to refer to this Department's OM No. 25/28/2014-CS.II(A) dated 22.07.2015 vide which the revised Rotational Transfer Policy (RTP) for CSSS personnel has been notified. Rotational transfer in the PS Grade of CSSS became due on 15.10.2015.

2. As per revised RTP, 1st July of the year is the cut-off date for calculating the period of residency in a Ministry/Department. An officer for being covered under RTP should have completed prescribed tenure as on this date of the year in which the rotational transfer is being considered.

3. While examining the web based data in respect of the Private Secretaries to be covered under RTP, it has been observed that complete data in respect of a large number of officers are not available. In respect of a substantial number of officials, no data at all are available. The Cadre Units are, therefore, requested to ensure that the data at Cadre Management System are updated. In the meanwhile, the information in respect of PSs be furnished to this Department in the enclosed proforma positively by **30.11.2015**.

4. All the Cadre Units of CSSS are required to furnish the name of all the eligible PSs of CSSS who have completed the prescribed tenure and are covered for transfer under the provisions mentioned in RTP applicable for CSSS officers.

5. **It is once again reiterated that it may be ensured that data in respect of the officers are duly filled/ updated in the Web based of this Department before sending their name. If the data is not complete it should be first got updated before submitting the requisite information.**



(Kameshwar Mishra)

Under Secretary to the Government of India

Tel .No.24623157

To

Under Secretaries incharge of admin. in the all Cadre Units of CSSS.

ANNEXURE-I to O.M. NO. 4/17/2015-CS.II (A) DATED 20.11.2015

Name of Cadre Unit:-

Sl. No.	Name of the officer (Shri/Smt./Ms.)	Date of Birth	Select List year of the PS of CSSS	Period of total stay, including all the grades held, in the present cadre unit		Period of stay(in years) in the present cadre unit	Period of deputation , if any.	Remarks
				From	To			

Signature of Under Secretary:

Name:

Stamp: