

No. 6/6/2015-CS-II(C)  
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: 11<sup>th</sup> December, 2015.

**OFFICE MEMORANDUM**

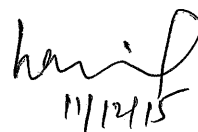
Subject: Rotational transfer of Stenographers Grade 'D' of CSSS- Furnishing of personal information thereof - reg.

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. In terms of the RTP, Stenographers Grade 'D' who have completed ten years or more in the same Ministry/Department are eligible for transfer. However, officials serving in certain Ministries/Department have a reduced tenure by one year prescribed for the grade. The RTP provides that the rotational transfer of Stenographer Grade 'D' is to be carried out by 15<sup>th</sup> December of the year and the cut off date for counting the tenure is 1<sup>st</sup> July of the year.

2. Accordingly, a tentative list of officials who have completed the prescribed tenure of 10 years has been prepared and enclosed as Annexure. The list at Annexure does not include officials within two years of superannuation as on 01.07.2015 and who are likely to be promoted within one year.

3. Ministries/Departments and officials concerned are requested to check the information in Annexure and bring to the notice of this Department if there is any discrepancy in the list by **16.12.2015**. If no communication is received by that date, the information as furnished in the list will be considered as final and further action will be taken accordingly. The name of officials to be considered for rotational transfer will be finalized after correction of data, if any.

4. The officials concerned should also ensure that their data is complete in all respect 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 in the system.

  
11/12/15

(Kameshwar Mishra)

Under Secretary to the Govt. of India  
Telefax: 24623157

To

All the concerned Ministries/Departments of CSSS.

**Annexure to the OM No.6/6/2015-CS-II(C) dated 11.12.2015**

<b>S.No.</b>	<b>CSL No.</b>	<b>Name (Shri/Smt./Ms.)</b>	<b>Cadre Unit/ Group</b>	<b>Date of Birth</b>	<b>Date of Reg. Apptt.</b>	<b>SL Year</b>
1	145	Ashok kumar Ray	Expenditure (B)	28-10-57	19-10-82	1981
2	455	Sushma Batra	Envn. & Forests (B)	08-09-65	19-11-86	1984
3	1021	N.Ramakrishnan	I & B (B)	10-09-62	05-09-90	1990
4	1562	CAA Ashok Kumar	Urban Dev. (A)	26-05-58	25-03-96	1995
5	1843	Sarabjeet Kaur	I & B (B)	26-04-77	15-05-98	1996
6	2003	K. Mahendra Reddy	Telecom. (B)	19-04-79	20-05-02	1999
7	2055	Sanjay Kumar Sharma	Science & Tech. (B)	25-09-72	02-03-01	2000
8	2048	Dinesh Kumar Chawla	Expenditure (B)	16-11-69	23-05-01	2000

\*\*\*\*