

No. 5/4/2015-CS-II(C)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi-110003
Dated: 4th May, 2016

Office Memorandum

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

The undersigned is directed to say that as per this Department's OM dated 22.07.2015, the rotational transfer under RTP in the PA Grade is to be undertaken once in a year. Rotational transfer of PAs for the year 2015 has been due and it has, therefore, been decided to carry out transfer in the PA Grade of CSSS 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 tenure of 8 years for a PA in a Ministry/Department. If an officer has served his tenure in List 'A', he/she will be mandatorily transferred to List 'B' and vice versa.
- (iii) In List 'A', certain Ministries qualify for a reduced tenure by one year.
- (iv) An officer on transfer shall be posted from List 'A' → List 'B' and List 'B' → List 'A', if he/she has completed the prescribed tenure.
- (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 the 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 01.07.2015.
- (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. List 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 further posting in the Ministries/Departments in the other Group or as the case may be as per the RTP latest by 17.05.2016 in the format at Annexure-IV. Maximum three choices within the available vacancies may be exercised. If option is not received by 17.05.2016, it will be presumed that the officer has no specific choice and posting will be decided by the Placement Committee accordingly.

5. This OM is available on the website of this Department at the following path:

www.persmin.nic.in → DoP&T → Central Secretariat → Central Secretariat Stenographers Service (CSSS) → Rotational Transfer Policy.



(Kameshwar Mishra)

Under Secretary to the Govt. of India

Tel:24623157

To

1. US (Admn.), D/o Agriculture & Cooperation, Krishi Bhavan, New Delhi.
2. US (Admn.), M/o Civil Aviation, Rajiv Gandhi Bhavan, New Delhi.
3. US (Admn.), M/o Coal, Shastri Bhavan, New Delhi.
4. US (Admn.), D/o Consumer Affairs, Krishi Bhavan, New Delhi.
5. US (Admn.), M/o Corporate Affairs, Shastri Bhavan, New Delhi.
6. US (Admn.), M/o Defence, B Wing, Sena Bhavan, New Delhi.
7. US (Admn.), M/o Earth Sciences, Prithvi Bhavan, New Delhi.
8. US (Admn.), M/o Env. & Forests, Indira Paryavaran Bhavan, New Delhi.
9. US (Admn.), D/o Expenditure, North Block, New Delhi.
10. US (Admn.), D/o Food & Public Distribution, Krishi Bhavan, New Delhi.
11. US (Admn.), M/o Home Affairs, North Block, New Delhi.
12. US (Admn.), D/o Industrial Policy & Promotion, Udyog Bhavan, New Delhi.
13. US (Admn.), M/o Labour, Shram Shakti Bhavan, New Delhi.
14. US (Admn.), D/o Legal Affairs, Shastri Bhavan, New Delhi.
15. US (Admn.), M/o MSME, Udyog Bhavan, New Delhi.
16. US (Admn.), NITI Aayog, Yojana Bhavan, Sansad Marg, New Delhi.
17. US (Admn.), D/o Personnel & Training, North Block, New Delhi.
18. US (Admn.), M/o Power, Shram Shakti Bhavan, New Delhi.
19. US (Admn.), M/o Road, Transport & Highways, Transport Bhavan, New Delhi.
20. US (Admn.), M/o Rural Development, Krishi Bhavan, New Delhi.
21. US (Admn.), D/o Science & Technology, Technology Bhavan, New Delhi.
22. US (Admn.), M/o Shipping, Transport Bhavan, New Delhi.
23. US (Admn.), D/o Telecommunication, Sanchar Bhavan, New Delhi.
24. US (Admn.), U. P. S. C., Dhoolpur House, Shahjahan Road, New Delhi.
25. US (Admn.), M/o Urban Development, Nirman Bhavan, New Delhi.
26. US (Admn.), M/o Water Resources, Shram Shakti Bhavan, New Delhi.
27. US (Admn.), M/o Women & Child Development, Shastri Bhavan, New Delhi.

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	Higher Education
10	Legal Affairs
11	Minority Affairs
12	Micro, Small and Medium Enterprises
13	Niti Ayog
14	Post
15	Rural Development
16	Social Justice & Empowerment
17	Supply Division
18	Tribal Affairs
19	UPSC
20	Urban Development
21	Women & Child development
22	DONER

Group-B

<u>S.No.</u>	<u>Ministry/Department</u>
1	Civil Aviation
2	Coal
3	Commerce
4	Consumer Affairs
5	Corporate Affairs
6	Environment & Forests
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
20	Steel
21	Telecom
22	Textiles
23	Water Resources, RD & GR
24	Youth Affairs & Sports
25	AYUSH

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

List of PAs covered under RTP in Group A

**Officials of Group 'A' who may be transferred under the provisions applicable to
PA Grade as on 01.07.2015**

S.No.	Name	Cadre	DOB	SLY
1	R.C. Ghosh	Legal Affairs	30-10-58	2006
2	R.S.sangwan	Agriculture & Cooperation	15-10-60	2000
3	Santosh Rajpal	Agriculture & Cooperation	07-01-59	2005
4	H.S.Chauhan	NITI Aayog	04-04-60	2010
5	S. M. Charbhai	Agriculture & Cooperation	02-10-60	2010
6	Akila Ramesh Babu	Legal Affairs	05-06-61	2010
7	Raj Kumar Sharma	Urban Development	05-06-83	1987
8	V. Nagarajan	Agriculture & Cooperation	16-06-63	2010
9	S. Ganesh Kumar	Home Affairs (Proper)	08-11-63	2010
10	C.I. George	MSME	10-06-59	2010
11	U Radhakrishnan	Urban Development	05-01-67	2010
12	Naresh Kumar Tiwari	Urban Development	09-05-63	2010
13	B C Lohumi	Food & Public Distribution	25-09-70	2010
14	Anupam Dubey	Agriculture & Cooperation	01-04-70	2010
15	P.V. Narayanan	Legal Affairs	28-04-66	2010
16	Savitri Ahuja	Agriculture & Cooperation	05-01-62	2012
17	N Soma Sekhar	Defence	14-08-74	2010
18	Harjinder K Mann	Women and Child Development	03-05-73	2010
19	Kannan M	Defence	11-07-72	2010
20	Yogeshwar Kumar	NITI Aayog	27-12-70	2010
21	Satish Kumar Sanger	Home Affairs (Proper)	18-06-76	2011
22	P.Santhi	Earth Sciences	04-12-70	2011
23	Nutan Singhal	Food & Public Distribution	17-10-72	2011
24	Naresh Kumar	UPSC	26-01-68	2011
25	Madan Lal	DoPT	01-03-59	2015
26	Sandhya Ner	Urban Development	02-09-72	2010
27	Sarika Jain	DoPT	03-03-77	2015
28	Mamta Verma	Home Affairs (Proper)	15-07-75	2012
29	R K Matta	Home Affairs	01-03-64	1994
30	Rajesh Kumar Chakraborty	Legal Affairs	27-10-73	2012
31	Vimal Kumar	Home Affairs	05-12-76	2012
32	Rajnish Kumar	Earth Sciences	15-12-75	2012
33	N.Jitendra	Home Affairs	05-06-77	1999
34	Yogesh Kumar	Urban Development	15-07-81	2012
35	Dipti Chauhan	Defence	15-09-81	2011

36	Anurag Sinha	Home Affairs (Proper)	07-11-78	2011
37	M Umamaheshwran	Urban Development	26-05-80	2012
38	Tripta Khanna	UPSC	13-07-62	2010
39	Prabhat Kumar Sinha	Rural Development	01-01-73	2004
40	Ramdeo Nayak	Rural Development	20-01-70	2015
41	P.K. Sinha	Rural Development	01-01-73	2004
42	Ajay Kumar	Home Affairs (Proper)	10-08-78	2015
43	Kamal Kumar Khatri	Home Affairs (Proper)	14-12-73	2015
44	Renu Bala Nagpal	UPSC	19-12-66	2010
45	Amar Nath	UPSC	04-05-73	2010
46	Vidya Rajagopalan	NITI Aayog	27-10-66	2010
47	A.S. Narayanan	UPSC	27-03-59	2010
48	K. Sreenathan	UPSC	16-07-61	2010
49	Raj Kumar	UPSC	01-08-71	2010
50	Anjana Patwal	Earth Sciences	14-09-76	2010
51	Naresh Sagar	Legal Affairs	19-03-71	2010
52	Savita Batheja	Agriculture & Cooperation	03-02-59	2010
53	R. S. Ruhil	Agriculture & Cooperation	14-11-59	2010
54	Chandra Dutt Sharma	Agriculture & Cooperation	02-10-65	2010
55	R.K. Venkateswaran	Agriculture & Cooperation	23-07-67	2010
56	B.Hanumantha Rao	MSME	01-02-68	2010
57	Asha Sharma	Agriculture & Cooperation	26-05-66	2010

List of PAs covered under RTP in Group B

**Officials of Group 'B' who may be transferred under the provisions applicable
to PA Grade as on 01.07.2015**

S.No.	Name	Cadre	DOB	SLY
1	Sudha Sharma	Power	21-02-58	2002
2	Suman Lata	Power	29-04-57	2000
3	Subhash Chander Luthra	Coal	03-02-62	1997
4	Y. Jankiramayya	Water Resources, RD & GR	23-03-58	2010
5	Sharda Baloo	Labour & Employment	07-01-65	1990
6	D.K. Vashishta	Environment & Forests	20-11-62	2010
7	K.Ramesh Babu	Labour & Employment	19-06-59	2010
8	P.V. Srnivasaraghavan	Water Resources, RD & GR	09-12-58	2010
9	Sheeba Alex	Water Resources, RD & GR	27-02-67	2010
10	T. T. Kumaraswamy	Industrial Policy and Promotion	10-04-63	1988
11	Poornima Jayashankar	Science & technology	15-09-66	2010
12	Anita Christopher	Water Resources, RD & GR	18-05-67	2010
13	K.M. Baby	Corporate Affairs	12-11-66	1993
14	K. V. Ramana	Water Resources, RD & GR	25-06-65	1994
15	S. V. Dole	Water Resources, RD & GR	12-11-70	2010
16	Azazuddin	Industrial Policy and Promotion	03-07-74	2011
17	K.V.S. Punnya	Water Resources, RD & GR	24-05-73	2011
18	Rajendra Kumar	Corporate Affairs	01-07-74	2010
19	Rajeev Sharma	Environment & Forests	04-12-72	DR-95
20	Goldy kaur Ghatore	Industrial Policy and Promotion	26-01-73	2011(Ext)
21	Jameel Ahmed	Water Resources, RD & GR	01-08-73	2011
22	Pramod Kohli	Shipping	14-10-74	2010
23	Suresh N.S.	Consumer Affairs	21-06-61	2010
24	A.K. Srivastava	Telecommunications	05-03-74	2012
25	C.K. Balaji	Road Transport & Highways	22-04-62	2010
26	Inderjeet Kaur	Water Resources, RD & GR	15-10-73	2015
27	Purushottam Kumar Prasad	Water Resources, RD & GR	04-05-68	2015
28	Sriniwas	Environment & Forests	15-03-69	2015
29	Deepak Kumar	Corporate Affairs	05-11-75	2015
30	Suresh Kumar	Science & Technology	01-03-67	2010
31	Pushpa Bhandari	Science & Technology	16-09-60	2010
32	Vinod Kumar Basaiwal	Science & Technology	01-02-65	2010
33	Leena Arora	Civil Aviation	15-08-68	2010
34	Amod Kumar Pranav	Corporate Affairs	01-07-73	2010
35	Anita Khera	Science & Technology	30-09-62	2010
36	Balbir Singh	Science & Technology	01-05-61	2010

37	C. Paul Mohan	Science & Technology	06-04-57	2010
38	G. Venkataramana	Science & Technology	23-08-56	2010
39	G.M. Rao	Science & Technology	01-06-64	2010
40	H.K. Khanna	Science & Technology	01-08-62	2010
41	M. S. Thakur	Science & Technology	29-04-56	2010
42	Girendra Kumar Mathur	Science & Technology	06-01-60	2010
43	A.K. Ghosal	Science & Technology	05-07-58	2010
44	Ritu Dutt	Science & Technology	01-07-60	2010
45	Satish Kumar	Science & Technology	21-07-68	2010
46	Chandra Prakash Singhal	Science & Technology	09-08-74	2010
47	M.P. Kotnala	Environment & Forests	06-11-62	2009
48	Ved Prakash	Science & Technology	05-07-63	2010
49	M.L. Arora	Science & Technology	29-10-61	2010
50	Kusum Dilawari	Civil Aviation	20-07-65	2010
51	N.K. Joshi	Science & Technology	15-05-57	2010
52	K.K. Goswami	Science & Technology	01-01-64	2010
53	Renu Verma	Expenditure	27-04-60	2010
54	C. Santha	Science & Technology	23-02-61	2010
55	Kiran Gulati	Consumer Affairs	04-07-57	2010
56	Annamma Thomas	Expenditure	25-04-62	2010
57	Santha Sathyan	Expenditure	18-04-60	2010

Vacancy position in Group A in Grade of PA of CSSS

S.No.	Ministry/Department	Slots
1	Animal Husbandry, Dairying & Fisheries	0
2	Agriculture & Cooperation	11
3	Culture	0
4	Defence	3
5	Personnel & Training	2
6	Earth Science	3
7	Food & Public Distribution	2
8	Home Affairs	9
9	Higher Education	0
10	Legal Affairs	5
11	Minority Affairs	0
12	Micro, Small and Medium Enterprises	2
13	Niti Ayog	3
14	Post	0
15	Rural Development	3
16	Social Justice & Empowerment	0
17	Supply Division	0
18	Tribal Affairs	0
19	UPSC	7
20	Urban Development	6
21	Women & Child development	1
22	DoNER	0
	TOTAL	57

Vacancy position in Group-B in the Grade of PA of CSSS

S.No.	Ministry/Department	Slots
1	Civil Aviation	2
2	Coal	1
3	Commerce	0
4	Consumer Affairs	2
5	Corporate Affairs	4
6	Environment & Forests	4
7	Expenditure	3
8	Fertilizers	0
9	Health & Family Welfare	0
10	Information & Broadcasting	0
11	Industrial Policy & Promotion	3
12	Labour & Employment	2
13	Mines	0
14	New & Renewable energy	0
15	Petroleum & Natural Gas	0
16	Power	2
17	Road Transport & Highways	1
18	Science & Technology	21
19	Shipping	1
20	Steel	0
21	Telecom	1
22	Textiles	0
23	Water Resources, RD & GR	10
24	Youth Affairs & Sports	0
25	AYUSH	0
	TOTAL	57

Proforma for filling up option

1.	Name	
2.	Designation	
3.	Ministry/Department	
4.	Date of Birth	
5.	Contact No./Mobile No.	
6.	Educational Qualification	
7.	Residential Address	
8.	Name/Designation/Contact No. of the officer with whom posted at present	

9. Previous posting (s)

	Grade	Ministry/Department	Period		No. of Years
			From	To	
(i)	Stenographer Grade 'D'				
(ii)	Personal Assistant				

10. Preferences for posting (with reasons)

	Ministry/Department	Reason(s)
(i)		
(ii)		
(iii)		

Signature of officer -----

Signature of US (Admn.) /Estt. -----