

IMMEDIATE

No. 3/3/2018-CS.II(A)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
(Department of Personnel & Training)  
(CS.II Division)

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3<sup>rd</sup> Floor, Lok Nayak Bhawan  
Khan Market, New Delhi-110003  
Dated: **the 8<sup>th</sup> January, 2019**

OFFICE MEMORANDUM

Subject: Preparation of Private Secretaries (PSs) to Principal Private Secretaries (PPSs) of CSSS on ad-hoc basis – calling of option - reg.

The undersigned is directed to refer to this Department's OMs of even number dated 28.12.2018 and 31.12.2018 vide which 603 (588+15) PSs have been promoted to the post of PPS of CSSS purely on ad-hoc basis for the period upto 30.06.2019 or till the post are filed up on regular promotion or until further orders, whichever is earlier.

2. In para-6 of OM of even number dated 28.12.2018, it was mentioned that the Rotational Transfer of the officers, who have completed their tenure and have been adjusted on 'as is where is basis' will be carried out shortly as per the Rotational Transfer Policy.

3. In pursuance of the provisions of the Rotational Transfer Policy of CSSS issued vide this Department's O.M. No. 25/28/2014-CS.II(A) dated 22.07.2015, on promotion, an officer shall be posted outside the Ministry/Department if he/she has served more than the prescribed tenure (**6 years for PPS grade**) in the same Ministry/Department in any capacity.

4. As per the revised rotational transfer policy, the following parameters will be taken into account:

- (i) Ministries/ Departments are categorized into Group 'A' and Group 'B' for posting/ transfer.
- (ii) The proposed RTP provides tenure of 6 years for PPS 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) The tenure in respect of Cadre Units of Personnel & Training, Defence, Expenditure, Home Affairs and Legal Affairs is however, reduced by one year.
- (iv) An officer on transfer shall ordinarily be posted from Group 'A' to Group 'B' and Group 'B' to Group 'A', if they have completed the prescribed tenure. However, the officers presently posted in Group 'A' Ministries/Departments may opt for posting in the same Group on promotion. In that case on posting to Ministry/Department in

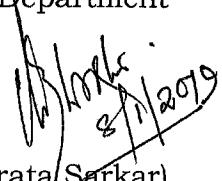
Group 'A' the tenure will be counted afresh. However, the option will not be available to officers currently posted in Group 'B'.

- (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 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, provision under 19 (a) of Rotational Transfer Policy for CSSS issued vide OM No. 25/28/2014-CS.II(A) dated 22.07.2015 will be followed.
- (viii) The Placement Committee will recommend posting of officers under RTP keeping in view the relevant factors viz., vacancies, past experience, seniority, specialized training done, preference for posting etc.

5. Cadre Units are requested to direct the PPSs whose have been promoted on ad-hoc basis, to submit their personal details alongwith preference for posting in the enclosed proforma (**Annexure-I**) to this Department by **16.01.2019**, positively. The cadre-wise tentative vacancy position as on date may be seen as per **Annexure-II**. In case option is not received by due date, the posting would be finally decided by the Placement Committee. The officers concerned are also requested to take necessary action, in their own interest, in expediting the requisite information urgently.

6. Cadre units are also requested to furnish the confirmed number of vacancy position in the PPS grade of CSSS in the enclosed format (**Annexure-III**) to update the record and to initiate the Rotational Transfer of PPSs due for SLY-2018. The same may also be sent via email: [sumit.k13@nic.in](mailto:sumit.k13@nic.in)

7. It may be ensured that web based data in respect of the officers is completed and updated in the web based data system of this Department i.e. [cscms.nic.in](http://cscms.nic.in).

  
(Chirabrata Sarkar)

Under Secretary to the Govt. of India  
Telefax: 24623157

To

1. All the concerned Ministries/ Departments of CSSS.
2. Officer concerned.  
(Through DoP&T website)

Proforma for filling up option

1.	Name (Sh./Smt./Ms.)	
2.	CSL No.	
3.	Designation	
4.	Date of Birth	
5.	Present Ministry/Department	
6.	Personal contact Number	Off: _____ Mob: _____
7.	Educational Qualification	
8.	Details of mandatory training last attended	
	Level of the training	
	Period	From _____ To _____
	Batch in ISTM	

## 9. Experience {including deputation details}

Designation	Ministry/Department/ Organization (including deputation details)	From	To
Stenographer Grade 'D'			
Personal Assistant			
Private Secretary			
Principal Private Secretary			

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.

## 10. Preference for posting (Maximum three choices)

Sl. No.	Ministry/Department	Reasons
1		
2		
3		

Certified that I myself verified data pertaining to me in the web based cadre management system and the data available therein is correct and up to date.

Signature of Under Secretary (Admn.)  
Department/Ministry  
Tele:

(Signature of the Officer)

## Annexure-II

Tentative Vacancy position of PPS grade (Before adhoc promotion)			
S.No.	Cadre Units	SS after cadre review	Vacancy
1	Agriculture & Cooperation	42	13
2	Animal Husbandary, Dairying & Fisheries	7	3
3	Ayush	9	6
4	Civil Aiviation	15	6
5	Coal	8	3
6	Commerce	35	12
7	Consumer Affairs	6	4
8	Corporate Affairs	14	6
9	Culture	7	3
10	Defence	41	11
11	DONER	6	4
12	Earth Sciences	18	10
13	Environment & Forests	33	4
14	Expenditure	91	31
15	Fertilizers	13	0
16	Food & Public Distribution	13	6
17	Food Processing Industries	5	3
18	Health and Family Welfare	53	24
19	Heavy Industry	5	2
20	Home Affairs	131	56
21	Housing and Urban Affairs	85	48
22	Industrial Policy & Promotion	16	7
23	Information & Broadcasting	57	34
24	Labour	21	13
25	Legal Affairs	53	33
26	Mines	6	5
27	Minority Affairs	6	3
28	MSME	7	3
29	New & Renewable Energy	14	10
30	NITI AAYOG	29	6
31	Panchayati Raj	6	1
32	Personnel & Training	19	6
33	Petroleum & NG	13	4
34	Posts	39	19
35	Power	63	40
36	Road, Transport & Highways	30	20
37	Rural Development	28	16
38	Science & Technology	43	33
39	Seconday & Higher Education	19	6
40	Shipping	8	4
41	Skill Development & Entrepreneurship	10	9
42	Social Justice & Empowerment	16	7
43	Steel	8	3
44	Supply	0	0
45	Telecommunications	83	61
46	Textile	8	5
47	Tribal Affairs	5	1
48	UPSC	17	12
49	Water Resources	49	19
50	Women & Child Development	10	3
51	Youth Affairs & Sports	9	6
		1329	644

