

No.4/2/2015-CS-I(D)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel & Training)

Lok Nayak Bhawan, New Delhi -110003  
Dated the 18 March, 2015.

**OFFICE MEMORANDUM**

**Subject:** Promotion of Grade-I (Under Secretary) officers of CSS to the Selection Grade (Deputy Secretary) on ad-hoc basis and posting of DS/Director of CSS on their return from leave etc. - Furnishing of personal information thereof.

The undersigned is directed to say that ad-hoc promotions of officers of Grade-I (Under Secretary) of CSS to the Selection Grade (Deputy Secretary) are likely to be made shortly along with posting of some Deputy Secretaries/Directors of CSS on their return from leave etc.

2. As Officers are aware, this Department has proposed a revised rotational transfer policy in respect of CSS Officers. It has, therefore, been considered appropriate to decide posting of officers henceforth on transfer and on promotion as per the proposed policy, on the following parameters:

- (i) Ministries /Departments are categorized into Group A and Group B for posting/ transfer;
- (ii) The proposed RTP provides a tenure of five years for DS in a Ministry/ Department, including continuous tenure rendered in any other designation in the same Ministry/ Department;
- (iii) In Group A, certain Ministries qualify for a reduced tenure by one year;
- (iv) An officer on transfer/ promotion shall ordinarily be posted from Group A → Group B and Group B → Group A as the case may be, if they have completed the prescribed tenure for the promotional post. Further, the officers presently posted in Group 'A' Ministries/Departments may opt for posting in the same Group. However, on posting to a Ministry/Department in Group 'A' the tenure will be counted afresh for five/four years as the case may be. However, this option will not be available to officers currently posted in Group 'B' to remain in Group 'B'
- (v) Officers who are within two years of superannuation will be retained in the same Ministry/ Department if a vacancy in the promotional grade is available; In the absence of a vacancy such officer will be transferred out;
- (vi) Officers within six months' of superannuation will not be posted out on promotion; In the absence of a vacancy of the promotional post, such officer will be adjusted in the same Ministry/ Department by personal upgradation of the post;
- (vii) For calculation of residency in a Ministry/ Department, 2 years/ six months for superannuation as the case may be, the last date of the month in which promotion order/ posting order is issued will be taken as the cut-off date; accordingly, for posting/ promotion in this round, the cut-off date has been taken as 31.3.2015.



(viii) The Placement Committee will decide posting of officers on the basis of seniority, preference, past postings etc.

3. The list of brief details of officers who are likely to be considered for promotion/posting is at **Annexure-I**. Information relating to vacancies in DS/Director grade of CSS as on 01.04.2015 is at **Annexure-II**.

4. The officers excluding those who are to be retained as per revised policy are requested to exercise their option for posting in the Ministries/ Departments in the other Group latest by 20.03.2015 in the format at **Annexure-III** to Under Secretary, CS-I (D), Department of Personnel and Training through e-mail ([uscsoned@gmail.com](mailto:uscsoned@gmail.com)) or through fax number given below. Hard copies of the same may also be furnished immediately. The officers on deputation may also indicate their willingness to avail the ad-hoc promotion. Maximum of three choices within the available vacancies may be exercised. If option is not received by 20.3.2015, it will be presumed that the officer has no specific choice and posting will be decided by the Placement Committee accordingly.



( Biswajit Banerjee)

Under Secretary to the Government of India

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To

1. Officers listed at Annex.I

DS/Director for posting

No	CSL No.	Name of the officer (S/Shri/Ms.)	Date of Birth	Present Min/ Deptt/ Office
1	2557	Dr. Parvinder Kaur, Dir	20-Feb-57	Under posting
2	2587	K. K. Mittal, Dir	21-Dec-58	Under posting
3	5951	K.S. Panchpal, DS (ad-hoc)	3-May-58	Under posting

Officers likely to be promoted to the Grade of DS on ad-hoc basis

No	CSL No.	Name of the officer (S/Shri/Ms.)	Date of Birth	Present Min/ Deptt/ Office	Group	Posted since	Rem.
1	5483-A	M.Subramanian	5-Jan-69	MHA	A	25.11.2014	To be retained
2	5605	Bhaskar Bandhopadhyaya	31-Dec-56	I&B	B	01.04.2013	To be posted out
3	5606	P.K. Srivastava	15-Jun-60	Science & Tech	A	04.03.2013	To be retained
4	5608	A.N. Narayanan	19-Dec-63	New& Renew. Energy	B	12.04.2007	To be posted out
5	5609	B. Bandhapadhyaya	17-Mar-58	DOPT	A	06.08.2010	To be posted out
6.	5610	A.K. Saha	17-Jan-61	DOPT	A	21.01.2014	To be retained

Note: It is hereby clarified that the list of Officers given above for ad-hoc promotion / posting is tentative in nature and subject to change.



## Tentative vacancies in DS/Director grade as on 01.04.2015

Group A

S.No	Ministry/Deptt	Vacancy	Retention	Net vacancy
1	DOPT	1	1	0
2	Defence	1	0	1
2	Home	1	1	0
3	Panchayati Raj	1	0	1
4	Science & Technology	1	1	0
	<b>Total</b>	<b>5</b>	<b>3</b>	<b>2</b>

Group B

S.No	Ministry/Deptt	Vacancy	Retention	Net Vacancy
1	Food & PD	1	0	1
2	Health & FW	2	0	2
3	Niti Aayog	1	0	1
	<b>Total</b>	<b>4</b>	<b>0</b>	<b>4</b>

Note: The vacancies mentioned above are only indicative / tentative in nature and subject to change.



**PERSONAL INFORMATION**

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

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

Designation (since joining Govt service)	Ministry/Deptt/Orgn (including deputation details)	From (DD-MM-YY)	To (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/corrected before submitting the form.

9. Preference for posting (Maximum three choices)

S.No.	Ministry/Deptt	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 to date.

(Signature of the officer)

Date: