

No. 5/2/2017-CS-II(C)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(CS-II Division)

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi-110003
Dated: 20th June, 2018
22

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 No. 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 2016 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 01.07.2016.
- (viii) Officers serving in PMO, Cabinet Secretariat, Offices of Offices of Attorney General and Addl. Solicitor General. It is considered necessary that these offices may be allowed to retain officers of choice beyond the prescribed tenure under RTP. However, before issue of transfer orders under RTP, these offices will be notified about the officers matured for transfer and if the office concerned decides to retain any of the officers also keeping in view the willingness of the officers concerned, it will inform

DoP&T and such officers will be exempted under RTP. This exercise will be repeated every year.

(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.

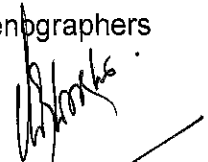
3. All the Ministries/Departments are requested to verify the list of officers (Annexure –II) and any addition or deletion, if required, may kindly be brought to the notice of this Department without any delay.

4. In respect of the officials who had completed their tenure on 01st July, 2016 and are posted at outstation posts, the concerned Cadre Units may be requested to take necessary action under the provision of Para 14 under RTP and the requisite information may be forwarded to this Department.

5. 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 **29.06.2018** in the format at Annexure-IV. Maximum three choices within the available vacancies may be exercised. If option is not received by 29.06.2018, it will be presumed that the officer has no specific choice and posting will be decided by the Placement Committee accordingly.

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

www.dopt.gov.in → About US → Central Secretariat → Central Secretariat Stenographers Service (CSSS) → Rotational Transfer Policy.



(Chirabrata Sarkar)

Under Secretary to the Govt. of India

Tel:24623157

To

US (Admn) of all cadre units of CSSS

Group-A Ministries/Departments

S.No.	Name
1	Animal Husbandry, Dairying & Fisheries
2	Agriculture & Cooperation
3	Culture
4	Defence
5	Personnel & Training
6	Earth Sciences
7	Food & Public Distribution
8	Home Affairs
9	Higher Education
10	Legal Affairs
11	Minority Affairs
12	Micro, Small and Medium Enterprises
13	NITI Aayog
14	Posts
15	Rural Development
16	Social Justice & Empowerment
17	Supply Division
18	Tribal Affairs
19	Union Public Service Commission
20	Urban Development
21	Women & Child Development
22	DONER
23	Panchayati Raj

Group-B Ministries/Departments

S.No.	Ministries/Departments
1	Civil Aviation
2	Coal
3	Commerce
4	Consumer Affairs
5	Corporate Affairs
6	Environment, Forests & Climate Change
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 Res., RD &GR
24	Youth Affairs & Sports
25	AYUSH
26	Skill Dev. & Entrepreneurship
27	Food Processing
28	Heavy Industries

List of PAs of Group-A

S.No.	Cadre Unit	Name	Date of Birth	SLY
1	MHA(MOSPI)	R K Matta	01-03-64	1994
2	MHA(Cab Sec.)	D. Sudheer	03-03-69	2010
3	MHA(Cab Sec.)	Tripti Dupar	12-12-79	2010
4	MHA(Cab Sec.)	Sanjay Kumar	01-03-74	2012
5	MHA(MOSPI)	N. Jitendra	05-06-77	1999
6	MHA(PMO)	Bechu bhagat	10-04-69	2010
7	Rural Development	A.K. Khosla	30-10-64	2010
8	UPSC	K. Sreenathan	16-07-61	2010
9	Legal Affairs	Trisha Surangi	30-07-64	2010
10	Legal Affairs	Kanchan madan	22-11-63	2010
11	Animal Husbandry	Shishya Pal	15-12-66	2010
12	Legal Affairs	Archana Govil	02-01-67	2010
13	Agri & Co.	R.K. Lamba	20-12-62	2010
14	Legal Affairs	K.G. Sharma	09-02-62	2010
15	Legal Affairs	Suman Lata Jaswal	30-06-63	2010
16	UPSC	Shiv Dutt Joshi	01-01-65	2010
17	UPSC	Radhey Shyam Kathuria	30-04-65	2010
18	Legal Affairs	Radha Venkatesan	23-06-63	2010
19	Legal Affairs	Saroj Bhayana	06-04-62	2010
20	UPSC	Ashok Kumar Khurana	18-06-65	2010
21	MSME	Vandana Monga	18-03-71	2010
22	Legal Affairs	Babita Mehra	10-05-69	2010

23	MSME	B. Hanumanta Rao	01-02-68	2010
24	Legal Affairs	Renu Narwani	29-09-68	2010
25	Legal Affairs	Meena Lalwani	22-07-62	2010
26	Minority Affairs	Debashis Panja	15-08-60	2010
27	Minority Affairs	Meenakshi Bajpai	02-03-68	2010
28	SJ&E	J.S. Chugh	17-02-68	2010
29	Rural Development	Shyam Sharma	10-06-65	2010
30	Legal Affairs	A.K. Chadha	22-03-61	2010
31	SJ&E	Sheela Gupta	10-02-69	2010
32	MHA(MOSPI)	Ajeet Kumar	01-03-77	2015
33	Legal Affairs	P.V. Naryanana	28-04-66	2010
34	Legal Affairs	Rajesh kr. Chakraborty	27-10-73	2012
35	Legal Affairs	Shammi Chhabra	10-11-67	2010

List of PAs of Group-B

S.No.	Cadre Unit	Name	Date of Birth	SLY
1	Expenditure (Financial Services)	G. Jagdeesan	28-02-65	2010
2	EF&CC	Monika Dhingra	12-01-74	DR-95
3	Water Res., RD&GR	Raj Kumar	28-08-70	1995
4	Civil Aviation	Ashutosh Kumar Nigam	27-06-75	2010
5	Telecom	Sunita Rawat	12-09-78	2011
6	IP&P	Jai Gopal Singh	30-07-74	2013
7	Civil Aviation	F.H. Joseph	14-01-61	2010
8	Telecom	K. Mahendran	08-12-66	2010
9	Telecom	J.L. Bajaj	05-01-62	2010
10	Sci. & Tech.	Rita Bhatla	01-07-62	2010
11	Power	S.K. Mitra	15-12-60	2010
12	IP&P	Lalit Kumar Arora	29-04-65	2010
13	IP&P	Baipotu Ram Mohan	12-05-67	2010
14	Power	Anil Kumar	13-03-67	2010
15	Road Transport & Highways	Sudha Ramanujam	09-05-67	2010
16	IP&P	V. Raghvaiah	19-06-64	2010
17	Water Res., RD&GR	Subhangi Sharma	23-08-67	2010
18	Health & Family Welf	Sitamani Ramesh	25-12-63	2010
19	Water Res., RD&GR	Subha Laxmi	05-05-71	2010
20	Water Res., RD&GR	Aruna Sukhija	13-06-61	2010
21	IP&P	M.V. Jayalakshmi	10-02-67	2010
22	Sci. & Tech.	Chandra Sekhar Panda	16-05-64	2010
23	Corporate Affairs	Amod Kumar Pranav	01-07-73	2010
24	I&B	Poonam Bhandari	02-12-64	2010
25	Health & Family Welf	S.Manimozhi	10-03-62	2010
26	Telecom	Sanjeev Puri	09-05-67	2010
27	Water Res., RD&GR	Prakash Chander	15-09-66	2010
28	Sci. & Tech.	Indira Srihari	01-12-63	2010
29	Sci. & Tech.	Gajinder Chauhan	02-02-62	2010

Vacancies in Group-A

S.No.	Cadre Unit	Vacancy
1	Animal Husbandry, Dairying & Fisheries	1
2	Agriculture & Cooperation	1
3	Culture	0
4	Defence	0
5	Personnel & Training	0
6	Earth Sciences	0
7	Food & Public Distribution	0
8	Home Affairs	7
9	Higher Education	0
10	Legal Affairs	14
11	Minority Affairs	2
12	Micro, Small and Medium Enterprises	2
13	NITI Aayog	0
14	Posts	0
15	Rural Development	2
16	Social Justice & Empowerment	2
17	Supply Division	0
18	Tribal Affairs	0
19	Union Public Service Commission	4
20	Urban Development	0
21	Women & Child Development	0
22	DONER	0
23	Panchayati Raj	0
	Total	35

Vacancies in Group-B

S.No.	Cadre Unit	Vacancy
1	Civil Aviation	2
2	Coal	0
3	Commerce	0
4	Consumer Affairs	0
5	Corporate Affairs	1
6	Environment, Forests & Climate Change	1
7	Expenditure	1
8	Fertilizers	0
9	Health & Family Welfare	2
10	Information & Broadcasting	1
11	Industrial Policy & Promotion	5
12	Labour & Employment	0
13	Mines	0
14	New & Renewable Energy	0
15	Petroleum & Natural Gas	0
16	Power	2
17	Road Transport & Highways	1
18	Science & Technology	4
19	Shipping	0
20	Steel	0
21	Telecom	4
22	Textiles	0
23	Water Res., RD &GR	5
24	Youth Affairs & Sports	0
25	AYUSH	0
26	Skill Dev. & Entrepreneurship	0
27	Food Processing	0
28	Heavy Industries	0
	Total	29

Annexure-IV

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. -----