

No. 2/6/2016-CS.II (A)
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: **the 29th October, 2018**

OFFICE MEMORANDUM

Subject: Preparation of panel of Senior Principal Private Secretary (Sr. PPS) of CSSS for SLY-2016 – calling of option - reg.

The undersigned is directed to say this Department is in the final stage of preparation of panel of Sr. PPS for SLY-2016. 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 in the same Ministry/Department in any capacity.

2. 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 six 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. In that case on posting to Ministry/Department in Group 'A' the tenure will be counted afresh. However, this option will not be available to officers currently posted in Group 'B' to remain 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, the cut-off date has been taken as 01.07.2018.

(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.

3. Cadre Units are requested to direct the PPSs whose names figure in the Annexure-I to submit their personal details alongwith preference for posting in the enclosed proforma (Annexure-II) to this Department by **30.10.2018**. The cadre-wise vacancy position as on date may be seen as per Annexure-III. List wise distribution of Ministries/Departments is at Annexure-IV. In case option is not received by due date, the posting would be finally decided by the Placement Committee.

4. 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.


29/10/2018

(Chirabrata Sarkar)

Under Secretary to the Govt. of India


Telefax: 24623157

To

1. All the concerned Ministries/ Departments of CSSS.
2. Officer concerned.

ANNEXURE-I

S.No.	Name(Shri/Smt./Ms.)	Date of Birth	Date of appointment to the post/SLY	Cadre where working
1	J.P Kataria	28/05/1961	2010	MHA (Cab. Sectt.)
2	Renu Verma	03/02/1960	2010	MHA
3	Anil Malhotra	14/12/1961	2010	Civil Aviation
4	Shyam Sunder	26/09/1962	2010	WCD
5	Manjeet Singh	03/08/1960	2010	MHA
6	Girdhari Lal	04/05/1963	2010	RT&H
7	Raj Kumar	07/08/1965	2010	Tribal Affairs
8	Tilak Raj	12/03/1963	2010	Coal
9	M.K.Saxena	31/07/1959	2010	Urban Dev.
10	R.K. Jindal	02/10/1959	2010	Environment
11	Hukum Singh	16/04/1959	2010	MHA
12	Anoop Kumar Bhardwaj	16/06/1959	2010	Agriculture
13	Sarla Sharma	02/05/1961	2010	Urban Dev.
14	Jagjeet Tangri	23/08/1961	2010	Water Res.
15	Rooma Biswas	20/05/1959	2010	MHA
16	K.P. Singh	31/10/1958	2010	SJ&E
17	R.P.Singh	03/05/1961	2010	Rural Dev.
18	B.Sandhya	01/06/1961	2010	Power
19	B.Mani	29/04/1964	2010	S & T
20	Ashish Satija	11/05/1966	2010	Expenditure
21	R.Ramesh	05/01/1964	2010	Water Res.
22	Sunil Sehgal	12/03/1960	2010	WCD
23	R.S. Negi	18/08/1959	2010	Expenditure
24	Poonam Chopra	24/04/1959	2010	S & T
25	Raj Pal Singh	10/10/1962	2010	Expenditure
26	Sudhir Arora	08/02/1959	2010	Commerce
27	Radha Venkataraman	04/04/1964	2010	Agriculture
28	Lalit Kumar	04/08/1961	2010	Posts
29	Usha Sabhachandani	17/04/1959	2010	MHA
30	Sarita Rathore	15/04/1962	2010	Health & FW



ANNEXURE-II

Proforma for filling up option

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

8. Previous posting(s)

Grade	Ministry/Department	From (DD-MM-YY)	To (DD-MM-YY)
(i) Steno Grade 'D'			
(ii) PA			
(iii) PS			
(iv) PPS			

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/ connected before submitting the form.

9. Preference for posting (Maximum three choices)

S. No.	Ministry / Department	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 the date.

(Signature of the officer)

Date:

Tel. -----

Signature of Under Secretary(Admn.)
Department/ Ministry-----

Annexure-III

Sl.No.	Cadre Units	Group	Vacancy
1	Agriculture & Cooperation	A'	11
2	Animal Husbandry, D&F	A'	1
3	AYUSH	B'	0
4	Civil Aviation*	B'	1
5	Coal	B'	1
6	Commerce	B'	8
7	Consumer Affairs	B'	2
8	Corporate Affairs	B'	3
9	Culture	A'	1
10	Defence	A'	8
11	DoNER	A'	1
12	Earth Sciences	A'	2
13	Environment & Forests	B'	8
14	Expenditure	B'	23
15	Fertilizers	B'	3
16	Food & Public Distribution	A'	2
17	Food Processing Industry	B'	1
18	Health & Family Welfare	B'	12
19	Heavy Industry	B'	1
20	Home Affairs	A'	40
21	Housing & Urban Affairs	A'	15
22	Information & Broadcasting	B'	11
23	Industrial Policy & Promotion	B'	3
24	Labour	B'	6
25	Legal Affairs	A'	29
26	Mines	B'	1
27	Minority Affairs	A'	1
28	MSME	A'	2
29	MNRE	B'	3
30	Niti Aayog	A'	1
31	Panchayati Raj	A'	1

32	Personnel & Training	A'	4
33	Petroleum & Natural Gas	B'	4
34	Posts	A'	13
35	Power	B'	10
36	RTH	B'	8
37	Rural Development	A'	6
38	Science & Tech.	B'	4
39	H.R.D.	A'	3
40	Shipping	B'	2
41	Skill Development & Ent.	B'	3
42	Social Justice & Empw.	A'	2
43	Steel	B'	2
44	Supply	B'	0
45	Telecommunications	B'	19
46	Textiles	B'	2
47	Tribal Affairs	A'	1
48	UPSC	A'	6
49	Water Resources	B'	8
50	Women & Child Dev.	A'	2
51	Youth Affairs & Sports	B'	2

S.No.	Group 'A'
1	Agriculture & Cooperation
2	Animal Husbandry, D&F
3	Culture
4	Defence
5	DoNER
6	Earth Sciences
7	Food & Public Distribution
8	Home Affairs
9	Housing & Urban Affairs
10	Legal Affairs
11	Minority Affairs
12	MSME
13	Niti Aayog
14	Panchayati Raj
15	Personnel & Training
16	Posts
17	Rural Development
18	H.R.D.
19	Social Justice & Empw.
20	Tribal Affairs
21	UPSC
22	Women & Child Dev.
	Group 'B'
1	AYUSH
2	Civil Aviation
3	Coal
4	Commerce
5	Consumer Affairs
6	Corporate Affairs
7	Environment & Forests
8	Expenditure
9	Fertilizers
10	Food Processing Industry
11	Health & Family Welfare
12	Heavy Industry
13	Information & Broadcasting
14	Industrial Policy & Promotion
15	Labour
16	Mines
17	MNRE
18	Petroleum & Natural Gas
19	Power
20	RTH

21	Science & Tech.
22	Shipping
23	Skill Development & Ent.
24	Steel
25	Supply
26	Telecommunications
27	Textiles
28	Water Resources
29	Youth Affairs & Sports