No.5/9/2018-CS.I(U)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

2nd Floor, Lok Nayak Bhavan,  
Khan Market, New Delhi-3  
Dated 10th May, 2019.

OFFICE MEMORANDUM

Subject: Rotational Transfer of Under Secretary of CSS – seeking option - regarding

The undersigned is directed to refer to this Departments' O.M. of even number dated 15.06.2018 & 20.06.2018 on the subject mentioned above and to say that provisional list of rotational transfer has been revised based on references received from various Ministries/ Departments about correction of date, inclusion of officers left out or even deletion of names in respect of officers who have not completed the tenure etc. Further, the requests received for exemption/retention from rotational transfer have been examined but the same has not been agreed to.

2. The officers equal in number in both the Groups A and B are considered for transfer. The list of Under Secretaries thus prepared for rotational transfer is as indicated in Annexure-I and Annexure-II to this O.M.

3. The list of vacancies in both the Groups is at Annexure-III. The officers whose names are indicated in the list are also requested to indicate their preferences for posting in the enclosed format at Annexure-IV which should reach CS.I Division latest by 2.00 PM of 17.05.2019 through e-mail only. The posting will be decided in terms of the revised rotational transfer policy as under:

   (i) Ministries/Departments have been categorized into Group A and Group B for posting/transfer.

   (ii) RTP provides tenure of six years for Under Secretary in a Ministry/Department, including tenure rendered in any other designation in the same Ministry/Department. In Group A, certain Ministries qualify for a reduced tenure by one year.

   (iii) An officer shall be transferred from Group A to Group B and Group B to Group A as the case may be.

....2/-
(iv) An officer who is to be transferred out from the current Ministry/Department on completion of prescribed tenure may also opt for posting in a Ministry/Department in the other Group where he/she had earlier served subject to the condition that there is a gap of period which is equal to tenure prescribed for the grade of Under Secretary in that Ministry.

(v) **Option for posting**: The officers may furnish three choices in the appropriate Group.

(vi) Options will be submitted only through e-mail at uscs1-dopt@nic.in

(vii) The Placement Committee will recommend posting of officers on the basis of seniority, preference and post posting etc.

4. After issue of rotational transfer orders as above, the remaining Under Secretaries who have completed the requisite tenure of six years or serving in Ministries/Departments qualifying for reduced tenure would be considered for rotational transfer next year.

5. Ministries/Departments concerned should keep themselves ready to relieve the officers immediately on issue of orders by this Department.

(Sanjay Kumar Das Gupta)
Under Secretary to the Govt. of India
Tel.No.24629412
Email:uscs1-dopt@nic.in

To

1. Ministries/Departments concerned.
2. Under Secretaries concerned.
   (through website of this Department)
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<th>S.No.</th>
<th>CSL</th>
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<th>Min./Dept.</th>
<th>Joining Date in present Min./Dept. irrespective of the post held</th>
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### Annexure - III

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Annexure -IV

CSL No. ______

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7. Preferences for posting (Maximum three choices):

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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.

Date: _______  
(Signature of the officer)