No. 6/26/2015-CS-I(S)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions,  
Department of Personnel & Training  
2nd Floor, Lok Nayak Bhawan, Khan Market,  
New Delhi -110003, the 21st December, 2015

OFFICE MEMORANDUM

Subject: Rotational Transfer of Section Officers of CSS - reg.

The undersigned is directed to refer to Rotational Transfer Policy published in the website of this Department vide O.M. No. 21/2/2009-CS.I(P) dated 16.7.2015. It has now been decided that in the first phase, rotational transfer of Section officers who have completed more than ten year in the same Ministry/Department will be undertaken. The cut of date for counting the tenure is 1st July, 2015.

2. As there are more number of officers in Group A Ministries/Departments who have completed a tenure of more than ten years than those in Group B Ministries/Departments, only equal number of officers those from both the groups in the order of tenure rendered have been shortlisted for rotational transfer. The list of Section Officers thus prepared for rotational transfer is as indicated in Annexure-I and Annexure-II to this O.M. The list does not include officers within two years of superannuation as on 31st December, 2015 and likely to be promoted within one year.

3. The list of vacancies in both the Groups is at Annexure-III. The Officers 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 by 28th December, 2015. The posting will be decided in terms of the Rotational Transfer Policy.
   (a) Option for posting: The officers may furnish three choices in the appropriate Group.
   (b) Options will be submitted only through e-mail at uscs1-dopt@nic.in.

4. The officers concerned should also ensure that their data is complete in all respects in the web based cadre management system at cscms.nic.in. If the data is not complete it should be first got updated before submitting option.

5. Ministries/Departments concerned should keep themselves ready to relieve the officers immediately on issue of orders by this Department. It is also brought to the notice of the Ministries/Departments that in terms of RTP, this Department will issue transfer orders on the last working day of the week and the officers concerned are required to report to the allocated Ministry/Department on the first working day of the next week.

[Signature]

(Chandra Sekhar)

Under Secretary to the Government of India  
Tele.: 2462 4046

To  
Ministries/ Departments concerned  
Officers concerned  
(through website of this Department)
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## List of Section Officers covered under RTP in Group 'B'

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Vacancy position in Groups A & B for options.

### Group A Ministries/Departments

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<tr>
<th>S. No.</th>
<th>Ministry/Department</th>
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<tr>
<td>1</td>
<td>Agriculture &amp; Farmers Welfare</td>
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<td>Defence</td>
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<tr>
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<td>Personnel &amp; Training</td>
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<td>Labour &amp; Empowerment</td>
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<td>Home Affairs</td>
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<td>Tribal Affairs</td>
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<td>UPSC</td>
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<td>Water Resources, RD &amp; GR</td>
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### Group B Ministries/Departments

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<td>5</td>
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OPTION FORM

Name: 
Designation: Section Officer 
CSL No.(if any): 
Date of Birth: 
Present Ministry/Department: 
Contact No.: 

Options for posting:

(i) 
(ii) 
(iii) 

It is certified that my data available in the web based cadre management system is complete, correct and up to date.

Date: