No. 3/3/2011-CS-II(A)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

3rd Floor, Lok Nayak Bhawan, Khan Market,
New Delhi – 110 003.
Dated the 6th September, 2013.

OFFICE MEMORANDUM

Subject: - Rotational transfer of Principal Private Secretary (PPS), Private Secretary (PS) and Personal Assistant (PA) of CSSS – reg.

The undersigned is directed to refer to this Department’s OM No. 3/3/2011-CS-II(A) dated 20.03.2012 and OM No. 4/2/2012-CS-II(A) dated 17.07.2012 vide which promotions were made in the grade of PPS and PS respectively and subsequent orders issued in this regard.

2. On the basis of the request of Secretary concerned, many PSSs/ PAs on their promotion as PPS/ PS on regular basis were allowed to continue in the same cadre units in accordance with the provision of RTP for CSSS. Similar retention have also been permitted by this Department in the grade of PAs where promotions were made vide order No. 5/1/2012-CS-II(C) dated 03.08.2012 and 23.11.2012. As per para 3(C) of the RTP dated 15.07.2011, such extended stay is allowed only uptill 3 months after the date of superannuation of the Secretary concerned. After the end of this period, they have either to join the originally nominated cadre or on being intimated by the concerned cadre, they may be nominated/re-nominated to some other cadre unit by this Department.

3. Since more than one year has already lapsed after the issue of the OM6s mentioned in the preceding para, it is likely that some of PPSs/ PSSs/PAs are still continuing in the same Ministry/ Department even after the new Secretary has taken charge. This is not only against the provisions of the RTP, but may also affect the effective deployment of CSSS personnel in Ministries/ Departments where there are vacant posts.

4. Cadre units are, therefore, requested to identify these officials and forward their option in the Annexure enclosed herewith so that action for their nomination/ re-nomination to some other cadre unit could be taken by this Department.

5. This exercise may be completed on priority basis and the requisite information be forwarded to CS.II Division by 20.09.2013.

(Kameshwar Mishra)
Under Secretary to the Govt. of India
Tel: 24623157

All cadre units of CSSS
## 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)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Ministry/Department</th>
<th>Period</th>
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<tbody>
<tr>
<td>(i) Stenographer Grade ‘D’</td>
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<tr>
<td>(ii) Personal Assistant</td>
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<td>(iii) Private Secretary</td>
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### 10. Preferences for posting (with reasons)

<table>
<thead>
<tr>
<th>Ministry/Department</th>
<th>Reason(s)</th>
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<tbody>
<tr>
<td>(i)</td>
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<td>(iii)</td>
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**Signature of officer**  
**Signature of US (Admn.)/Estt.**