

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

3<sup>rd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi-110003  
Dated: 03<sup>rd</sup> Oct., 2017

**Office Memorandum**

Subject: Transfer of Personal Assistant of CSSS under the provision of RTP of CSSS-reg.

The undersigned is directed to refer to this Department's O.M. No. 25/28/2014-CSII(A) dated 22.07.2015 vide which the revised Rotational Transfer Policy (RTP) for CSSS personnel has been notified. It has accordingly been decided to carry out rotational transfer on the basis of the revised RTP.

2. As per the provision of RTP, the total tenure prescribed for a PA of CSSS in a particular Cadre Unit/ Ministry/ Department is 8 years against the cut-off date of 1<sup>st</sup> July, 2016. Officials serving in Ministry/ Department, which are largely regulatory in nature, namely DoPT, MHA, Defence, Legal Affairs and Expenditure will be given a reduced tenure by one year i.e. 7 years against the cut-off date of 1<sup>st</sup> July, 2016.

3. Keeping in view of the above, all the Cadre Units of CSSS are required to furnish the name of all the eligible PAs, who have completed the prescribed tenure, mentioned in para 2 above, as on 01.07.2016 for transfer under RTP to execute the transfer policy smoothly as in Annexure-I.

4. While examining the web based data in respect of the Personal Assistants to be covered under RTP, it has been observed that complete data in respect of a large number of officials are not available. The Cadre Units are, therefore, requested to ensure that the data at Cadre Management System updated. In the meanwhile, the information in respect of PAs be furnished to this Department in the enclosed proforma positively by 16.10.2017.

  
(Pradeep A.)

Under Secretary to the Govt. of India  
Telefax: 24623157

To

Under Secretary(Admn) of All the Cadre Units of CSSS.

**Annexure-I**

**Annexure to OM No. 5/2/2017-CS-II(C) dated 03.10.2017**

**Name of Cadre Unit:-**

S.No.	Name of officer (Shri/Ms./Smt.)	Date of Birth	SLY of PA of CSSS	Period of total stay, including all the grades held in the present cadre unit	Period of stay (in years) in the present cadre unit	Period of Deputation, If any	Remarks	Place of posting
1	2	3	4	5	6	7	8	9

Signature of Under Secretary

Name:

Stamp: