

No.5/10/2017-CS.I(U)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
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2nd Floor, Lok Nayak Bhavan,
Khan Market, New Delhi-3
Dated 26th September, 2017.

OFFICE MEMORANDUM

Subject: Rotational Transfer of Under Secretary of CSS – regarding

The undersigned is directed to refer to this Departments' O.M. of even number dated 21.06.2017 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, except one officer on medical ground.

2. The officers equal in number in both the Groups A and B are considered for transfer. As there are more officers in Group A Ministries who have completed six year tenure than the officers who have completed tenure in Group B Ministries, only equal number of officers on the basis of tenure have been shortlisted for rotational 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 06.10.2017 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. However, no officers with reduced tenure of five years is included in the list as officers with normal tenure of six years are to be transferred first.
- (iii) An officer shall be transferred from Group A to Group B and Group B to Group A as the case may be.

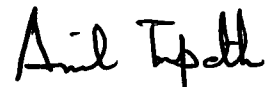
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- (iv) An officer who is to be transferred out from the current Ministry/Department on completion of prescribed tenure or for want of vacancy of the transferring post as the case may be may also opt for posting in a Ministry/Department in the other 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.



(Anil Tripathi)

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)

Annexure-I

| No. | CSL | REGULAR/ ADHOC | USSL | Name | Min./Deptt. | Joining Date in Present Min./Deptt. In accordance of the provision | Present Group |
|-----|------|-------------------|------|-----------------------|--------------------------------|---|------------------|
| 1 | 6330 | REGULAR | 2009 | Ajay Kumar Mishra | UPSC | 21-Jun-2010 | A |
| 2 | 6342 | REGULAR | 2009 | Soumitra Bandopadhyay | ARPG | 21-Jun-2010 | A |
| 3 | 6382 | REGULAR | 2009 | Mrityunjay Jha | UPSC | 26-Jun-2010 | A |
| 4 | 6426 | REGULAR | 2009 | Rajan Kumar Jha | Defence | 6-Jul-2010 | A |
| 5 | 6432 | REGULAR | 2009 | MJ Chandran | Rural Dev. | 5-Jul-2010 | A |
| 6 | 6504 | REGULAR | 2009 | Debasis Haldhar | Home Affairs | 23-Jun-2010 | A |
| 7 | 6508 | REGULAR | 2009 | Gurdeep Singh | Defence | 25-Jun-2010 | A |
| 8 | 6749 | REGULAR | 2009 | Naresh Kumar | Cabinet Secretariat | 7-Jun-2010 | A |
| 9 | 6752 | REGULAR | 2009 | Vum Mang | Rural Dev. | 25-Jun-2010 | A |
| 10 | 6756 | REGULAR | 2009 | Devender S. S. Uikey | Posts | 8-Sep-2010 | A |
| 11 | 6760 | REGULAR | 2009 | Kali Charan Patra | Animal Husb., Dair. & Fish. | 24-Jun-2010 | A |
| 12 | 6516 | REGULAR | 2010 | SK Parida | Home Affairs | 23-Jun-2010 | A |
| 13 | 6609 | REGULAR | 2010 | AK Ghosh | Defence | 18-Jun-2010 | A |
| 14 | 6632 | REGULAR | 2010 | Kul Bhushan Nayyar | Defence | 25-Jun-2010 | A |
| 15 | 6673 | REGULAR | 2010 | Sushil Kumar Tripathi | Labour & Emp. | 17-Sep-2010 | A |
| 16 | 6674 | REGULAR | 2010 | Tharvinder Singh | UPSC | 1-Oct-2010 | A |
| 17 | 6675 | REGULAR | 2010 | Hemant Verma | ARPG | 20-Sep-2010 | A |
| 18 | 6676 | REGULAR | 2010 | Rajiv Attri | Home Affairs | 1-Oct-2010 | A |
| 19 | 6682 | REGULAR | 2010 | Pramode Kumar Singh | Agriculture, Coop. & FW | 22-Sep-2010 | A |
| 20 | 6686 | REGULAR | 2010 | P.K. Pattnaik | DOP&T | 17-Sep-2010 | A |
| 21 | 6688 | REGULAR | 2010 | Arup Shyam Choudhury | Defence | 24-Sep-2010 | A |
| 22 | 6691 | REGULAR | 2010 | Arvind Shukla | Defence | 24-Sep-2010 | A |
| 23 | 6694 | REGULAR | 2010 | Devashish Bhardwaj | Defence | 8-Sep-2010 | A |
| 24 | 6697 | REGULAR | 2010 | Darshan Kumar Solanki | Pension & Pens. Wel. | 9-Sep-2010 | A |
| 25 | 6699 | REGULAR | 2010 | Anup Singh | Defence | 15-Sep-2010 | A |
| 26 | 6701 | REGULAR | 2010 | Randheep Thakur | Staff Selection Commission | 11-Sep-2010 | A |
| 27 | 6705 | REGULAR | 2010 | Sreekala P Venugopal | Agriculture, Coop. & FW | 17-Sep-2010 | A |
| 28 | 6717 | REGULAR | 2010 | Dibakar Mishra | Defence | 6-Sep-2010 | A |
| 29 | 6740 | REGULAR | 2010 | Geeta Mishra | Minority Affairs | 6-Sep-2010 | A |
| 30 | 6765 | REGULAR | 2010 | Pratibha Saxena(Ms.) | Home Affairs | 10-Sep-2010 | A |
| 31 | 6772 | REGULAR | 2010 | S.K. Mohanty | UPSC | 9-Sep-2010 | A |

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|----|------|---------|------|-----------------------------|--|-------------|---|
| 32 | 6781 | REGULAR | 2010 | Rajendra Kumar Ojha | Water Resources, RD & GR | 20-Sep-2010 | A |
| 33 | 6782 | REGULAR | 2010 | Swwarupa Saraan(Ms.) | Posts | 20-Sep-2010 | A |
| 34 | 6784 | REGULAR | 2010 | Shesh Kumar | Labour & Emp. | 9-Dec-2010 | A |
| 35 | 6785 | REGULAR | 2010 | Anshu Mauli Kumar | Woman & Ch. Dev. | 1-Oct-2010 | A |
| 36 | 6786 | REGULAR | 2010 | Navneet Mishra | DOP&T | 17-Sep-2010 | A |
| 37 | 6794 | REGULAR | 2010 | Manoj Kumar Sinha | Bio-technology | 21-Sep-2010 | A |
| 38 | 6795 | REGULAR | 2010 | Manish Kumar Sahay | Agriculture, Coop. & FW | 8-Sep-2010 | A |
| 39 | 6796 | REGULAR | 2010 | Amarendra Singh | Home Affairs | 10-Sep-2010 | A |
| 40 | 6799 | REGULAR | 2010 | Jasbir Singh | Home Affairs | 23-Sep-2010 | A |
| 41 | 6802 | REGULAR | 2010 | Ashok Kumar Vijay | Staff Selection Commission | 7-Sep-2010 | A |
| 42 | 6804 | REGULAR | 2010 | Manoj Kumar Singh | Home Affairs | 1-Oct-2010 | A |
| 43 | 6806 | REGULAR | 2010 | Sunder Singh | Stat. & Prog. Imp. | 17-Sep-2010 | A |
| 44 | 6807 | REGULAR | 2010 | Chandra Mohan Negi | Stat. & Prog. Imp. | 16-Sep-2010 | A |
| 45 | 6809 | REGULAR | 2010 | Sunil Kumar Biswas | Posts | 22-Sep-2010 | A |
| 46 | 6810 | REGULAR | 2010 | Sarita Nair(Smt.) | DOP&T | 16-Sep-2010 | A |
| 47 | 6814 | REGULAR | 2010 | Debranjn Chottopadhyay | Investment and Public Asset Management | 1-Dec-2010 | A |
| 48 | 6815 | REGULAR | 2010 | Pradeep Purohit | Disability Affairs | 1-Dec-2010 | A |
| 49 | 6816 | REGULAR | 2010 | Rabindranath Mohanty | Staff Selection Commission | 1-Dec-2010 | A |
| 50 | 6826 | REGULAR | 2010 | Avinash Chandra | DOP&T | 23-Nov-2010 | A |
| 51 | 6835 | REGULAR | 2010 | Ram Raj Meena | Rural Dev. | 8-Sep-2010 | A |
| 52 | 6837 | REGULAR | 2010 | Raj Kumar | Labour & Emp. | 21-Sep-2010 | A |
| 53 | 6841 | REGULAR | 2010 | Gopal Aditya Raghuvanshi | Labour & Emp. | 17-Sep-2010 | A |
| 54 | 6842 | REGULAR | 2010 | B.K.Phungreingam Angam | Science & Technology | 1-Apr-2011 | A |
| 55 | 6902 | REGULAR | 2011 | Madan Mohan Maurya | DOP&T | 5-Oct-2010 | A |
| 56 | 7033 | REGULAR | 2011 | Prem Chand | DOP&T | 20-Oct-2010 | A |
| 57 | 7058 | REGULAR | 2011 | Pushpender Kumar | DOP&T | 15-Oct-2010 | A |
| 58 | 7533 | REGULAR | 2011 | Kamal Kishore | DOP&T | 13-Oct-2010 | A |
| 59 | 7467 | REGULAR | 2012 | Padmanav Behera | Defence | 3-Dec-2010 | A |
| 60 | 7818 | REGULAR | 2012 | Sanjay Kumar | Home Affairs | 6-Jun-2010 | A |
| 61 | 8028 | REGULAR | 2012 | Smt. B.K.Sethi | Home Affairs | 20-Oct-2010 | A |
| 62 | 8051 | REGULAR | 2013 | Vinayak T. Likhari | Expenditure | 16-Sep-2010 | A |
| 63 | 8429 | REGULAR | 2013 | Smt. Kiran Mala Kujur | Defence | 27-Sep-2010 | A |
| 64 | 8742 | REGULAR | 2013 | Shyam Lal | UPSC | 15-Jun-2010 | A |
| 65 | 8522 | REGULAR | 2014 | Parveen Kumar Gupta | Defence | 16-Aug-2010 | A |

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|----|------|---------|------|---------------------|--------------|-------------|---|
| 66 | 8586 | REGULAR | 2014 | Mukesh Rai | Defence | 30-Jul-2010 | A |
| 67 | 8634 | REGULAR | 2014 | Anjana | Home Affairs | 18-Jun-2010 | A |
| 68 | 8920 | REGULAR | 2014 | Sangita Toppo | Expenditure | 31-Dec-2010 | A |
| 69 | 8678 | ADHOC | | Uma Magesh | Home Affairs | 18-Jun-2010 | A |
| 70 | 8680 | ADHOC | | Rajender Singh | UPSC | 16-Jun-2010 | A |
| 71 | 8686 | ADHOC | | Rajendran Nair M.B. | UPSC | 17-Jun-2010 | A |

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Annexure-II

| S.No. | CSL | REGULAR/ ADHOC | USSL | Name | Min./Deptt. | Joining Date in present Min./Deptt. Immediately after the post held | Present Group |
|-------|------|-------------------|------|-------------------------|--|--|------------------|
| 1 | 6181 | REGULAR | 2009 | RK. Gupta | Steel | 4-Feb-2011 | B |
| 2 | 6331 | REGULAR | 2009 | Sanjay Bajpai | Food Processing Industries | 22-Sep-2010 | B |
| 3 | 6341 | REGULAR | 2009 | SK Mohanty | Financial Services | 10-Sep-2010 | B |
| 4 | 6343 | REGULAR | 2009 | TN Prem | Commerce | 1-Apr-2011 | B |
| 5 | 6360 | REGULAR | 2009 | Jitendra Kumar Singh | Petro & NG | 26-Jul-2010 | B |
| 6 | 6418 | REGULAR | 2009 | Saurabh Bhattacharya | Higher Education | 4-Oct-2010 | B |
| 7 | 6636 | REGULAR | 2009 | Jai Prakash Meena | Environment, Forests & Climate Change | 15-Nov-2010 | B |
| 8 | 6655 | REGULAR | 2009 | MS Zou | Health & FW | 22-Jan-2010 | B |
| 9 | 6763 | REGULAR | 2009 | Kailash Chand Meena | Commerce | 8-Sep-2010 | B |
| 10 | 6586 | REGULAR | 2010 | Sanjay Kumar | Food & PD | 27-Jul-2010 | B |
| 11 | 6615 | REGULAR | 2010 | Arun Kumar | Industrial Policy & Promotion | 1-Oct-2010 | B |
| 12 | 6627 | REGULAR | 2010 | Baljit Singh | Commerce | 17-Sep-2010 | B |
| 13 | 6645 | REGULAR | 2010 | Anil Jain | Pharmaceuticals | 1-Jul-2010 | B |
| 14 | 6677 | REGULAR | 2010 | Sanjay Kumar Gupta | Housing & Urban Affairs | 17-Sep-2010 | B |
| 15 | 6678 | REGULAR | 2010 | Abhay Kumar Sharan | Economic Affairs | 30-Sep-2010 | B |
| 16 | 6679 | REGULAR | 2010 | Rajiv Sharma | Financial Services | 16-Sep-2010 | B |
| 17 | 6680 | REGULAR | 2010 | Arun Kumar Mishra | Financial Services | 28-Sep-2010 | B |
| 18 | 6690 | REGULAR | 2010 | UK Mukherjee | Heavy Industries | 1-Oct-2010 | B |
| 19 | 6700 | REGULAR | 2010 | SK Srivastava | Health & FW (Dr.R.M.L.Hospital) | 15-Sep-2010 | B |
| 20 | 6703 | REGULAR | 2010 | Gokul Nagarkoti | Industrial Policy & Promotion | 17-Sep-2010 | B |
| 21 | 6704 | REGULAR | 2010 | Ramji Pandey | Higher Education | 15-Sep-2010 | B |
| 22 | 6707 | REGULAR | 2010 | Ajay Kumar | Supply | 15-Sep-2010 | B |
| 23 | 6709 | REGULAR | 2010 | Ujjawal Kumar | Economic Affairs | 17-Sep-2010 | B |
| 24 | 6710 | REGULAR | 2010 | Satish Kumar | Health & FW | 24-Sep-2010 | B |
| 25 | 6711 | REGULAR | 2010 | Sailendra N. Mishra | Industrial Policy & Promotion | 10-Sep-2010 | B |
| 26 | 6713 | REGULAR | 2010 | Urmila Rawat | Economic Affairs | 9-Sep-2010 | B |
| 27 | 6715 | REGULAR | 2010 | K Balan Nair | Steel | 15-Sep-2010 | B |

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|----|------|---------|------|-------------------------|----------------------------|-------------|---|
| 28 | 6716 | REGULAR | 2010 | Sanjay Pant | Health & FW | 8-Sep-2010 | B |
| 29 | 6723 | REGULAR | 2010 | Anurag Kishan Bhatnagar | Economic Affairs | 22-Sep-2010 | B |
| 30 | 6727 | REGULAR | 2010 | Ranjeet Kumar Sinha | Economic Affairs | 17-Sep-2010 | B |
| 31 | 6733 | REGULAR | 2010 | Ajay Kumar Sinha | Commerce | 10-Sep-2010 | B |
| 32 | 6735 | REGULAR | 2010 | Anil Kumar Sharma | Commerce | 9-Sep-2010 | B |
| 33 | 6739 | REGULAR | 2010 | Lalit Kumar | Health & FW | 9-Sep-2010 | B |
| 34 | 6743 | REGULAR | 2010 | Rakesh Singh Nayal | Health & FW | 9-Sep-2010 | B |
| 35 | 6769 | REGULAR | 2010 | Namburi Kumara Swamy | Health & FW | 16-Sep-2010 | B |
| 36 | 6770 | REGULAR | 2010 | Santosh Kumar Verma | Higher Education | 8-Sep-2010 | B |
| 37 | 6773 | REGULAR | 2010 | Meena Kumari Sharma | Culture | 15-Sep-2010 | B |
| 38 | 6779 | REGULAR | 2010 | Manmeet Kaur(Smt.) | Information & Broadcasting | 8-Sep-2010 | B |
| 39 | 6780 | REGULAR | 2010 | Shib Das Sarkar | Information & Broadcasting | 10-Sep-2010 | B |
| 40 | 6789 | REGULAR | 2010 | Anil Prashar | Corporate Affairs | 10-Sep-2010 | B |
| 41 | 6798 | REGULAR | 2010 | R.P. Tewari | Higher Education | 15-Sep-2010 | B |
| 42 | 6800 | REGULAR | 2010 | P. Bairagi Sahu | Fertilizers | 10-Sep-2010 | B |
| 43 | 6801 | REGULAR | 2010 | Sandeep Saxena | Food & PD | 7-Sep-2010 | B |
| 44 | 6805 | REGULAR | 2010 | Prahlad Singh Dangwal | Food & PD | 1-Oct-2010 | B |
| 45 | 6811 | REGULAR | 2010 | Ravi Kumar Vashisht | Textiles | 6-Dec-2010 | B |
| 46 | 6812 | REGULAR | 2010 | Surajit Dutta | Road Trans. & Highways | 1-Dec-2010 | B |
| 47 | 6822 | REGULAR | 2010 | A.C. Mallick | Revenue | 1-Apr-2011 | B |
| 48 | 6824 | REGULAR | 2010 | Nand Kishore Kumar | Commerce | 1-Dec-2010 | B |
| 49 | 6825 | REGULAR | 2010 | Dharmender Kumar | Commerce | 8-Dec-2010 | B |
| 50 | 6827 | REGULAR | 2010 | Amarjit Singh | Health & FW | 30-Nov-2010 | B |
| 51 | 6829 | REGULAR | 2010 | Jyotsna Gupta(Smt.) | Economic Affairs | 1-Dec-2010 | B |
| 52 | 6832 | REGULAR | 2010 | Brij Mohan | Revenue | 1-Oct-2010 | B |
| 53 | 6836 | REGULAR | 2010 | Anil Kumar | Corporate Affairs | 17-Sep-2010 | B |
| 54 | 6839 | REGULAR | 2010 | Niranjan Rakesh Minz | Culture | 13-Oct-2010 | B |
| 55 | 6843 | REGULAR | 2010 | S.D.Meena | Culture | 9-Jun-2010 | B |

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|----|------|---------|------|-------------------------|---------------------------|-------------|---|
| 56 | 6845 | REGULAR | 2010 | Kabiraj Sabar | Commerce | 18-Nov-2010 | B |
| 57 | 6847 | REGULAR | 2010 | Hans Raj Meena | Revenue | 27-Nov-2010 | B |
| 58 | 6848 | REGULAR | 2010 | Rajendra Singh | Power | 1-Dec-2010 | B |
| 59 | 6875 | REGULAR | 2011 | Ashish Mohan | Commerce | 29-Apr-2011 | B |
| 60 | 6876 | REGULAR | 2011 | S. Latha | Commerce | 15-Mar-2011 | B |
| 61 | 6887 | REGULAR | 2011 | Praveen Sharma | Commerce | 11-Feb-2011 | B |
| 62 | 6990 | REGULAR | 2011 | Rakesh Kumar Gupta | Financial Services | 11-Mar-2011 | B |
| 63 | 7074 | REGULAR | 2011 | Rajender Singh Bisht | Commerce | 21-Oct-2010 | B |
| 64 | 7527 | REGULAR | 2011 | R.Rajakannu | Commerce | 1-Sep-2010 | B |
| 65 | 7542 | REGULAR | 2011 | Rajbir Singh | Commerce | 1-Oct-2010 | B |
| 66 | 7331 | REGULAR | 2012 | Kshitish Kumar | Corporate Affairs | 8-Sep-2010 | B |
| 67 | 7457 | REGULAR | 2012 | Ashok Prasad | Road Trans. & Highways | 8-Oct-2010 | B |
| 68 | 7465 | REGULAR | 2012 | M.K.SINGH | Road Trans. & Highways | 29-Sep-2010 | B |
| 69 | 8582 | REGULAR | 2014 | Sanjeev Thapliyal | Commerce | 1-Jul-2010 | B |
| 70 | 8701 | ADHOC | | Rajeev Bahree | Telecommunications | 30-Jun-2010 | B |
| 71 | 8718 | ADHOC | | Shalini Juneja | Corporate Affairs | 16-Jul-2010 | B |

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Annexure-III

| | | |
|----|--|-----------|
| 1 | Agri., Coop. & Farmers Wel. | 3 |
| 2 | Animal Husb., Dair. & Fish. | 1 |
| 3 | ARPG | 2 |
| 4 | Bio-technology | 1 |
| 5 | Defence | 13 |
| 6 | Disability Affairs | 1 |
| 7 | DOP&T | 8 |
| 8 | Expenditure | 2 |
| 9 | Home Affairs | 11 |
| 10 | Investment and Public Asset Management | 1 |
| 11 | Labour & Emp | 4 |
| 12 | Minority Affairs | 1 |
| 13 | Pension & Pensioners' Welfare | 1 |
| 14 | Posts | 3 |
| 15 | Rural Development | 3 |
| 16 | Science & Tech. | 1 |
| 17 | Stat. & Prog Imp. | 2 |
| 18 | Staff Selection Commission | 3 |
| 19 | UPSC | 7 |
| 20 | * Water Resources, RD & GR | 2 |
| 21 | Women & Child Dev | 1 |
| | TOTAL | 71 |

| | | |
|----|----------------------------------|-----------|
| 1 | Commerce | 15 |
| 2 | Corporate Affairs | 4 |
| 3 | Culture | 3 |
| 4 | Economic Affairs | 6 |
| 5 | Env., Forest & Climate Change | 1 |
| 6 | Fertilizers | 1 |
| 7 | Financial Services | 4 |
| 8 | Food & PD | 3 |
| 9 | Food Processing Industries | 1 |
| 10 | Health & FW | 7 |
| 11 | Health & FW (Dr. R.M.L.Hospital) | 1 |
| 12 | Heavy Industries | 1 |
| 13 | Higher Education | 4 |
| 14 | Industrial Policy & Promotion | 3 |
| 15 | Information & Broadcasting | 2 |
| 16 | Petroleum & NG | 1 |
| 17 | Pharmaceuticals | 1 |
| 18 | Power | 1 |
| 19 | Revenue | 3 |
| 20 | Road Transport & Highways | 3 |
| 21 | Steel | 2 |
| 22 | Supply | 1 |
| 23 | Telecommunications | 1 |
| 24 | Textiles | 1 |
| 25 | Housing & Urban Affairs | 1 |
| | TOTAL | 71 |

*One officer from Cabinet Sectt. (under Group A) is due for transfer under RTP. Cabinet Sectt. has already identified one officer from Water Resources, RD & GR in his place. Therefore no vacancy is available in Cabinet Sectt., instead 02 vacancies are now available in Water Resources, RD & GR.

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Annexure -IV

CSL No. _____

| | | |
|----|-----------------------------|--|
| 1. | Name | |
| 2. | Designation | |
| 3. | Date of Birth | |
| 4. | Present Ministry/Department | |
| 5. | Personal Contact Number | |
| 6. | Office Contact Number | |

7. Preferences for posting (Maximum three choices):

| S.No. | Ministry/Department | |
|-------|---------------------|--|
| 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 to date.

Date: _____

(Signature of the officer)