

No. A-22020/1/2014-Admn.IV
Government of India
Ministry of Urban Development

Nirman Bhawan, New Delhi.
the 29th October, 2014

OFFICE MEMORANDUM

Sub: Rotational Transfer Policy of staff in Ministry of Urban Development

The undersigned is directed to inform that with the approval of competent authority, the Rotational Transfer Policy in respect of CSS, CSSS and CSCS staff posted in Ministry of Urban Development and its attached offices has been finalized and is enclosed herewith for information.

Jitender Kumar

(Jitender Kumar)
Under Secretary(Admn)
Tel: 23061426

To

1. All Joint Secretaries, EA, OSD(UT) in Ministry of Urban Development
2. All Directors/Deputy Secretaries/ Under Secretaries/ Section Officers in Ministry of Urban Development
3. PSO to Secretary(UD)
4. PPS to AS(UD)

Copy to:-

1. Heads of attached offices of Ministry of Urban Development
2. Deputy Secretary(Admn), Ministry of HUPA
3. Dy. CVC, Ministry of Urban Development
4. Director(CS-I), Department of Personnel & Training
5. Director(CS-II), Department of Personnel & Training
6. NIC for uploading on the website of the Ministry
7. Hindi Section for providing Hindi version.

Rotational Transfer Policy for staff/ officers belonging to Central Secretariat Service (CSS), Central Secretariat Stenographers Service (CSSS) and Central Secretariat Clerical Service (CSCS) posted in Ministry of Urban Development and its attached offices.

- (1) The tenure of posting in respect of Director/Deputy Secretary/Under Secretary level officers shall be 5 years. Officers who have completed the prescribed ceiling of the tenure in one office may be shifted to another office within the Ministry.
- (2) The tenure of posting in respect of CSS officers of the level of Section Officer and Assistant shall be 7 years. Officers who have completed the prescribed ceiling of the tenure in one office may be shifted to another office within the Ministry.
- (3) The tenure of posting in respect of CSCS officials of the level of LDC and UDC shall be 7 years. Officials who have completed the prescribed ceiling of the tenure in one office may be shifted to another office within the Ministry.
- (4) The tenure of posting in respect of CSSS officers shall be 10 years. However, those officers/officials posted with officers holding sensitive posts may also be rotated after completing the tenure of 3 years;
- (5) Staff/officers posted in sensitive posts with 3 years or more tenure will be rotated with staff having completed longest tenure in non-sensitive positions.
- (6) The tenure of posting in respect of staff belonging to CSS/CSCS/CSSS posted in various regional offices of CPWD shall be 7 years.

J. S. K.