

No.A-32013/4/2013-Adm.I
Government of India
Ministry of Housing and Urban Affairs

Nirman Bhawan, New Delhi
Dated the 21st February, 2019

OFFICE MEMORANDUM

Subject: Filling up the post of Sr. PPS/PPS/PS (CSSS) in the various Offices of CPWD/Arbitrator located outside Delhi under Ministry of Housing and Urban Affairs through circulation of posts-reg.

The undersigned is directed to say that the following posts of PS/PPS/Sr PPS (under CSSS cadre) are vacant of the Ministry in the following Regional Offices of CPWD & Arbitrator, outside Delhi under this Ministry:-

Grade	Name of office	No. of Vacancies
Sr.PPS	Lucknow	01
	Total	01
PPS	Kolkata	04
	Guwahati	01
	Siliguri	01
	Chennai	02
	Bengaluru	01
	Trivandrum	01
	Hyderabad	01
	Vijaywada	01
	Mumbai	01
	Raipur	01
	Ghaziabad	01
	Lucknow	02
	Jaipur	01
	Total	18
PS	Kolkata	01
	Guwahati	01
	Shillong	01
	Siliguri	03
	Mumbai	05
	Bhopal	01
	Ghaziabad	01
	Jaipur	01
	O/o Arbitrator Kolkata	01
	O/o Arbitroar Mumbai	01
	Total	16

2. In order to fill up the vacancies/posts at the various Regional Offices of CPWD outside Delhi & O/o Arbitrator (Kolkata/Mumbai), applications are invited in the prescribed proforma for consideration from Officers of CSSS Cadre working in different offices of this Ministry who are desirous of being posted at the above mentioned offices. The posting of the officials will be in public interest and subject to administrative requirement of the Ministry depending on exigency of work. The officers can only apply for the vacancies in the same grade in which he/she is presently working. No request for posting against vacancies in any other grade will be entertained.

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3. The forwarding authorities of this Ministry may please ensure that the application of only those PS/PPS/Sr.PPS, who can be relieved on selection without insisting for an immediate substitute, are forwarded for posting in above mentioned office. The substitute will be provided as and when becomes available. **The application should be forwarded after obtaining the approval of the JS or equivalent level Officer concerned and in case of attached offices under the Ministry with the approval of DG/Director/L&DO concerned or equivalent.** The forwarding authorities are also requested to ensure that the application is being made for the vacancies in the same grade in which the officer is serving.

4. All the Attached Offices of the Ministry are requested to circulate it amongst the CSSS officers working under them and forward the applications of officers concerned alongwith vigilance/ disciplinary clearance after obtaining the approval of the Competent Authority keeping in mind the clause indicated in para 3 above. The applications should reach the undersigned **within 15 days of the issue of this Office Memorandum as duly scanned e-receipt only**. The applications/enclosures received in physical form or as Physical receipts(in e-office) will not be entertained. The details of particulars of the applicant should be verified by the respective administrative authority.

5. The decision of Competent Authority shall be final and binding. If the selected officer later declines to report for duty at allocated place of posting, he/she will be debarred from applying for outside Delhi posting for a period of Two years. Further, options once exercised shall be final, therefore, desirous officers are advised to exercise their options carefully. Maximum three options for posting will be allowed and consideration for posting will be in the order of preference exercised by officer concerned

6. All the Regional Offices of the CPWD are also requested to confirm the vacancies in their respective offices through DG, CPWD by providing details of the staff already posted including staff covered under RTP of the Ministry (clearly indicating total period of stay in any capacity held by the officer in that station) against sanction strength through the O/o DG, CPWD [EC-IV (MC) Section], so as to identify the staff covered under RTP guidelines(if any) of the Ministry and also to avoid posting of excess staff over and above the sanction strength.

Asi-8
21.02.19
(A.K. Sinha)

Under Secretary to the Govt. of India
Tel: 23061426

To,

1. All Attached Offices of the Ministry.
2. All Sections/Units/Cells in the Ministry of Housing & Urban Affairs.
3. The Dept. of Personnel & Training, [Sh Chirabrata Sarkar, US (CS-II)], 3rd floor, Lok Nayak Bhawan, Khan Market, New Delhi... *for information only.*
4. SO(IT) Cell for up loading in e-office / Ministry's website

Preference of Station

1. _____
2. _____
3. _____

PROFORMA

1. Name
2. Date of Birth & Date of Retirement
3. Designation
4. Office where working
5. Date of Posting & Tenure in the Ministry
6. Whether covered under the inter-Ministry transfer criteria under RTP of DOP&T(i. e. 7 Years)
7. Date from which the present post held on regular/ad-hoc basis including Rank No./Year of Exam/Select List Year
8. Details of posting outside Delhi in all the grades held in the past.
9. Details of posting till date including period of deputation, if any.
10. Details of Spouse if working in Govt.
11. Home Town of the candidate
12. Details of dependent family member, age-wise
Details of Physically challenged dependent Family Members, if any (attach proof).
13. Reasons for seeking transfer

Signature of officer concerned
with date & Mobile No.

Signature and Stamp of verifying officer

**Forwarding office should ensure that the applications are forwarded after obtaining approval of Competent Authority as mentioned in para-3 of this OM.*

***Concerned controlling officer in Secretariat and Administrative offices of attached/subordinate offices must also ensure that the application is forwarded to this Ministry as duly scanned E-receipt in E-office.*