

F. No. 01/01/2025-CS.I(P)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

Lok Nayak Bhawan  
New Delhi, 110003  
Dated the 30<sup>th</sup> January, 2025

**OFFICE MEMORANDUM**

**Sub: Rotation Transfer Policy (RTP) - timely implementation for CSS Officers – regarding**

Reference is invited to the guidelines on Rotation Transfer Policy (RTP) applicable to Officers of the Central Secretariat Service (CSS) which stipulate fixed tenure in a Ministry/Department at different grades of the service in their career. The policy aims at the overall growth of CSS officers, their exposure to different Ministries/Departments and various aspects of working of the Government of India. With the cooperation of all the Ministries/Departments, such transfers were carried out recently at Deputy Secretary and Under Secretary grades.

2. It has now been decided to initiate the next round of rotational transfers, in a phased manner, to ensure smooth transition in the Ministries/Departments. As a precursor to undertake this exercise, Nodal Officers of all Ministries/Departments were requested to update the profiles of all employees under their Ministries/Departments in the e-HRMS portal. The profiles of officers have already been updated by most of the Ministries/Departments. However, some profiles are yet to be updated. Therefore, it is again requested that the same may be updated at the earliest so as to enable this Department to initiate rotational transfers.

3. For successful implementation of the RTP, Ministries/Departments are requested to ensure timely relieving of Officers and not request for their retention.



(J. Ashok Kumar)  
Joint Secretary to Government of India

To

1. Secretaries of all participating cadre units of CSS as per the list
2. PSO to Secretary DoPT

(जे. अशोक कुमार)  
(J. ASHOK KUMAR)  
संयुक्त सचिव/ Joint Secretary  
कार्मिक एवं प्रशिक्षण विभाग  
Ministry of Personnel & Training  
भारत सरकार/ Govt. of India