

A-22014/2/2017-ADMIN  
Ministry of Jal Shakti  
Department of Water Resources, RD & GR  
(Administration Section)

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Shram Shakti Bhawan, Rafi Marg,  
New Delhi-110001, 10<sup>th</sup> Febuary,2025

**OFFICE MEMORANDUM**

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

The undersigned is directed to refer to DoPT OM No. 01/01/2025-CS.I(P) dated 30.01.2025 (copy enclosed) on the subject mentioned above and request all the officers of Central Secretariat Services(CSS) of this Department to update their profiles on the e-HRMS portal at the earliest so as to enable DoPT to initiate rotational transfer.



**(Saurabh)**

**Section Officer (Admin)  
DoWR, RD & GR  
Tel. No. 23710333**

**Encl: DoPT OM No. 01/01/2025-CS.I(P)**

To,

All the CSS Officers of DoWR  
{Through Intra-MoWR}



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

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

To

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

S.O. (Admin.)  
03/02/2025  
  
Sr. Vistal