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## GUIDELINES ON TRANSFER AND POSTING

In terms of Headquarters Circular no.1-Staff Wing/ 2014 No. 10-Staff (App-II) 63-2013 dated 06.01.2014, following detailed guidelines have been framed for transfer and posting of Group-B Non-Gazetted and Group C staff under the cadre control of this office:

### 1. Objective:

Objective of the transfer and posting guidelines is to provide norms, transparency, objectivity and clarity in effecting transfer and posting of Group 'B' non-gazetted and Group C staff.

### 2. Periodicity of transfer:

Transfer involving a change in station should normally be affected once in a year preferably at the end of academic year.

### 3. Minimum period of stay:

Total period of stay at one station of an officer should not be less than two years. Further, as far as possible, officials should not be shifted from one station of posting to another frequently.

### 4. Transfer from one station to another station and/ or another office at the same station.

- Officials who have served at a particular station for more than ten years should be considered for transfer to another station. This is 5 years or more for transfer to another office within the same station.
  - Official attaining age of 57 years or who have three years of remaining service may not normally be considered for transfer to other station.
  - While making transfer, choice/ preferred place of station will be kept into consideration as far as possible.
  - An official who has served a minimum period of two years after transfer/ posting at a station may be considered for transfer to the base station declared by the official. This should be subject to the fulfillment of both two conditions namely:
    - (i) There is a vacancy at the station requested for posting and
    - (ii) There is an opportunity to fill up the vacancy falling due to such transfer by new recruitment or transfer.
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- Vacancy position after excluding the posts kept in abeyance as communicated to D.G.(Staff) vide D.O.dated 08.05.2013, Annexure-III (Copy attached) in a station should be kept in view while selecting station for transfer and posting.

**5. Base Station:**

Every official should declare base station, which will remain valid for five years.

**6. Choice/ preferred station of posting:**

While considering transfer, three preferred places/ choice of stations will be obtained from the officials and this will be duly considered as per administrative convenience.

**7. Posting of spouse at the same station:**

If the spouse of an official is also working in Central/ State Government office/ department, he/ she may be considered for posting to the station where spouse is working or a nearby station as far as administratively possible and subject to the criteria as stated in (2) to (6) above. Headquarters/ DOPT's extant circulars, instructions, in this regards, will be kept in view.

**8. Powers of the Head of Department:**

Deviation from the guidelines: Head of the Department (HOD) will have the discretion to deviate from the transfer guidelines subject to recording reasons for deviation in the file.

  
Dy. Director (Admn.)