

No. 28/6/2021-CCS/4495

March 21, 2024

OFFICE MEMORANDUM

Subject: Revised Transfer Policy for DAE employees other than Scientific and Technical Personnel.

In supersession of the Transfer Policy of the Department for employees other than Scientific and Technical (S&T) Personnel as laid down vide DAE O.M. No. 28/1/2017-CCS/6612 dated May 24, 2018, amended vide DAE O.M. No. 28/1/2017-CCS/10594 dated August 20, 2018, DAE OM No. 11/13/2018-CCS/1798 dated February 07, 2019 and DAE O.M. No.28/6/2021-CCS/10494 dated 10.8.2022, a Revised Transfer Policy has been framed by the Department.

2. This Transfer Policy will be applicable for all promotion postings, request transfers and rotational transfer of employees (except S&T employees) **in Group 'A' and 'B' (Gazetted), Group 'B' (Non-Gazetted) and Group 'C' employees** of DAE and its Units.

3. For the purpose of this policy, transfer refers to request transfers and/or rotational transfers while use of the term posting refers to promotion postings unless otherwise specified. Similarly, the terms employee(s), officer(s), official(s), candidate(s) or personnel have been used interchangeably in this policy.

4. This policy will be implemented with immediate effect and all postings from the date of issue of this OM will be governed by this policy.

5. Guiding principles

5.1 All transfers/ postings in the Administrative/ Accounts/ Security/ Official Language/ Purchase & Stores cadres as per the revised transfer policy will be decided by the Cadre Controlling Authority.

5.2 The Cadre Controlling Authority reserves the right to order or decide any promotion postings or transfers as may be important considering the exigencies of work which may not necessarily adhere to the guidelines laid out in this policy.

- 5.3 While considering the transfer/posting, the competent authority may consider various aspects like domain knowledge, availability of alternatives, APAR in last/new assignments, inter-personal relations in office, health of official, date of superannuation, further promotion, etc.
- 5.4 Orders made in respect of transfer and postings should be effected immediately and in any case not later than 15 days of receipt of the order by the official. If intimation is not received regarding acceptance / relieving within 15 days, it will be presumed that employee is not interested in accepting promotion. On such a case, he / she will be debarred and the next candidate in the panel will be offered promotion. The debarment period on non-acceptance of promotion will be one year.
- 5.5 In order to provide transparency and accountability in the functioning of the Department, employees belonging to Administration, Accounts, Purchase and Stores, Official language, Security and other similar cadres may not be allowed to continue to discharge their duties/ responsibilities at the same office / same desk for more than five years, irrespective of the different designations/capacities at the same office / same desk. The transfer of such officials to a different assignment/unit is desirable from human resource development point of view as it enriches the experience and acumen of the officials through exposure to a variety of work profiles in their professional career.
- 5.6 The minimum residency period for all Group A and Group B (Gazetted) Centralized Cadre Officers shall be 5 years. Rotational transfers will be effected once in a year and residency period as on 1st January will be considered for this purpose. Only intra-station (if more than one unit with same post exists at the same station) or intra-unit (if more than one post exists in the unit) rotational transfer will be made. However, any officer working in the same station for more than 10 years may be transferred to an outstation unit.
- 5.7 All Group B (non-gazetted) and Group C posts are unit based and may not be transferred from one unit to another since each unit is maintaining separate seniority lists. However, officers shall have a tenure of 5 years in a particular section in the concerned unit and they should be transferred to some other section in the same unit by the concerned unit.
- 5.8 Transfer of officials holding sensitive posts will be governed by CVC guidelines. Such transfers may be made within the Units concerned, unless otherwise decided by the Competent Authority.
- 5.9 Transfer of officials from one Unit/location to another on account of their promotion will be treated as fresh transfer for counting the tenure.

- 5.10 Leave period exceeding 60 days / 75 days/90 days / 150 days (total leave availed at a stretch or in different spells) respectively in 2 years/ 2.5 years/3 years / 5 years of residency period (as per the applicable criterion specified in this policy) except maternity/ paternity leave, shall be excluded for the purpose of the computation of residency period.
- 5.11 Transfer of an official whose spouse is working in the Department or other Central / State Government/Local Government bodies/PSUs/Aided Institutions will be regulated in accordance with the guidelines issued by DoPT subject to administrative exigencies and availability of vacancy. However, this condition will not be applicable in case of promotion.
- 5.12 Transfer and posting of PwBD will be regulated on the basis of the extant guidelines of DoPT against available vacancies subject to administrative constraints.
- 5.13 Request transfers after 2 years of residency period will not be considered in public interest except as specified in Para 6.6 below.
- 5.14 The transfer or posting of officers will be recommended by a Standing Committee and its recommendations will be submitted to the Competent Authority.
- 5.15 The Standing Committee will recommend posting or transfer of officers keeping in view relevant factors viz. vacancies, seniority, preference for posting, past experience, specialized training done, etc. The priority for making the transfers / promotion postings in any grade will be in the following order:-
- (i) Posting for PwBD
 - (ii) Transfer on medical grounds
 - (iii) Transfer request of employees posted at Shillong, Talcher, Manuguru, Tuticorin or Bahadurgarh
 - (iv) Employees retiring within 2 years
 - (v) Employees in the SCF category retiring within 5 years.
 - (vi) Employees who are due to retire within three years and who have completed one year at their current place of posting (as described in para 6.2)
 - (vii) Posting of employees who were posted in the same station on promotion due to absence of outstation vacancies, and have completed two years.
 - (viii) Transfer of official whose spouse is working in the Department or other Central / State Government/Local Government bodies/PSUs/Aided Institutions.
 - (ix) Mutual transfer.
 - (x) Posting on return from Deputation/Long Term Training.
 - (xi) Officials who have completed requisite residency period at a station.
 - (xii) Promotion.
- 5.16 The Cadre Section in DAE Secretariat shall ensure that all cases of transfers as described in this policy are presented before the Standing Committee for consideration. The cases of officials allowed to continue on medical grounds but subsequently not recommended by the Medical Committee etc. will be brought to the notice of the Standing Committee.

5.17 Transfers of a Centralised Cadre officer (including Assistants and Assistant Accountants) on grounds of medical problems of self/ spouse/ children will be examined by an appropriate committee constituted for this purpose. The recommendations of this committee will be submitted to the Standing Committee as mentioned in Para 5.14 which will then recommend the transfers as per para 5.15 to the Competent Authority for review/approval. The clause for minimum residency period will not be applicable in such cases.

6. Relaxation/ Exemptions

6.1 All officials who are due to retire within two years, in any of the grades shall not ordinarily be transferred out of the station, even on promotion, if vacancies exist at the same station. However, under administrative exigencies such officials may be transferred out.

6.2 Personnel who are due for retirement within three years from the date of posting, will be eligible to submit a transfer request to a station of their choice only after completing one year at their current place of posting. This is being done to ensure that the functioning of the division/section/unit where the employee is transferred does not get affected due to frequent transfers.

Example:

The retirement date of an employee is 31.05.2026 and he/she is transferred out on 01.01.2024. Even though, as per Para 6.1, he/she would have been eligible to request for transfer on 01.06.2024, his transfer request will be considered on or after 31.12.2024.

6.3 Officials may be allowed to continue or move to their place of choice during the last two years of service before retirement on superannuation against available vacancies except under administrative exigencies.

6.4 Officials who are 55 years of age and above will be considered for posting at the same station against available vacancies in the case of promotion under Seniority-cum-Fitness quota.

6.5 Requests for transfer on personal ground to the station of choice can be considered on completion of a minimum residency period of 2 years against available vacancies, except under administrative exigencies. Period spent on deputation will not be counted for calculating residency period. The transfer application of officers on deputation will be considered only on their repatriation back to the Department.

6.6 Officers posted to Shillong, Talcher, Manuguru, Tuticorin or Bahadurgarh (GCNEP, Haryana) on promotion may be considered for transfer to the station of their choice on completion of residency period of 2 years in public interest against available vacancies except under administrative exigencies.

6.7 Officials who have completed 3 consecutive years of outstation posting (including more than one location) either because of rotation or promotion, may request for transfer to their place of choice (excluding 90 days' leave period) subject to the condition that they should have completed minimum of one year of residency period at the last station. Requests for transfer to a station of choice after completing the residency period of 3 years will be considered in public interest against available vacancies except under administrative exigencies.

6.8 **Mutual Transfer**

Request for mutual transfer of officers in the same post may be considered by the Department on a case-to-case basis, keeping the functional considerations in mind and subject to the following conditions:

- (i) Both the officials who have applied for mutual transfer should have completed at least 50% of the residency period in their post.
- (ii) The transfer request of a senior officer in the same post in the same office is not getting adversely affected
- (iii) Tenure on mutual transfer in the new place/location will be counted afresh for further transfer under rotation.

6.9 Officials serving in the office of Secretary, DAE and Director, BARC will be generally exempted from transfers on rotation or promotion. Secretary, DAE will be the deciding authority in these cases. It is considered necessary that these offices may be allowed to retain officers of choice beyond the prescribed tenure under this policy. While considering transfers on promotion or rotation, these offices will be informed about the officials due for transfer, and if the head of the office concerned desires to retain any of the officials, such officers will be exempted from this policy.

7. **The guiding principles for the transfer of Group 'A' and 'B' (Gazetted) employees are as follows:-**

7.1 Promotion is made against available vacancies. On promotion Centralized Cadre officers- Group 'A' and Group 'B' (Gazetted) shall normally be posted out of their present place of posting. However, if the post is not available outside their present place of posting, they may be temporarily posted in the same station and allowed to serve at least for a period of two years in the same station, with a clause that on availability of a vacancy outside the place of their posting, they will be transferred to any outstation Unit. A separate list of such postings will be maintained and considered at the time of subsequent transfer/promotion postings in that grade.

- 7.2 As soon as a panel for a centralized cadre post is published, cadre section will invite options from the empanelled candidates on the basis of resultant vacancies at a place which will be made known to the empanelled employees.
- 7.3 The empanelled candidates can give their choice/option of posting which will be limited to three options, excluding their present station. Preferences/choice for posting on promotion shall be accommodated as far as possible within the available vacancies and in the order of seniority. Candidates not exercising their option or exercising an invalid option are liable to be posted anywhere depending on available vacancies. However, the final decision on the place of posting will be decided by the competent authority based on the requirements of service of the officer concerned and other administrative exigencies.
- 7.4 Occasions may arise that some vacancies are required to be filled up immediately on functional needs. Such vacancies will be filled up by the next officer in the panel approved for promotion without seeking the official's preferences.
- 7.5 The posts of Director, Deputy Secretary and Under Secretary in the DAE Secretariat, Mumbai and Branch Secretariat, New Delhi are also filled up from the departmental officers by transfer on deputation basis according to the quota earmarked for these posts. The tenure of deputation shall be determined with reference to the DoPT orders issued from time to time. Before being eligible for transfer on deputation, officer must have fulfilled the necessary residency time requirements at his/her current place of posting.
- 8. The guiding principles for the transfer of Group 'B' (Non-Gazetted) and Group 'C' employees are as follows:**
- 8.1 As soon as a panel for a centralized cadre post is published, the candidates empanelled can give their choice/option of posting (limited to three options- including their present station) and the same may be considered subject to availability of vacancies, and as per the administrative exigencies.
- 8.2 The other stipulations as mentioned in Para 7.2 and 7.4 will remain same.
9. Any deviation from the framework described in the previous sections will be with the approval of the Competent Authority. Any modification/ relaxation in implementation of the provisions of this policy will be at the discretion of Competent Authority.
10. This policy may be reviewed after one year to assess the benefits derived or the problems faced during implementation. The policy may be amended suitably, as and when needed, with the approval of the competent authority.

11. Heads of Units / Administrative Heads of Units of DAE who are Appointing Authorities and/or Cadre Controlling Authority are requested to ensure that the above instructions are adhered to and the employees are transferred/ posted in accordance with the policy outlined above.

12. Hindi Version of this OM will follow. However, for interpretation of various provisions in this OM, the English Version will be binding.



(ए.आर.सुले/A.R.Sule)
अपर सचिव/ Additional Secretary

All Heads of Units of DAE

All Administrative Heads of Units of DAE

Copy to: All Officers/ Sections in DAE Sectt., Mumbai/ Branch Sectt., New Delhi.