

MOST IMMEDIATE

No.12-11/2017-STG-I
Department of Telecom
(STG-I SECTION)

Dated, the 12th July, 2017

To

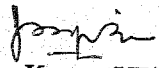
- i) The General Secretary, ITSA;
- ii) The General Secretary, DoT Engineering Officers Association.

Subject :- Revised Transfer and Posting Policy for officers of ITS/GCS Group 'A' and officers of TEC/GCS Group 'B' - regarding.

Sir / Madam,

I am directed to state that in pursuance to cadre restructuring of ITS Group 'A', a decision has been taken to review the existing transfer and posting policy for officers of ITS/GCS Group 'A' and officers of TEC/GCS Group 'B' as notified vide Office Memorandum number 12-11/2010-STG-I dated 30.01.2014. A revised policy for transfer/posting of ITS Group 'A' officers taking into account the present set-up of DoT(Hq.)/TEC/LSAs, is being contemplated. A draft of the revised transfer/posting policy is enclosed herewith. Indian Telecom Services Association and DoT Engineering Officers Association being the representative Association of ITS officers are requested to furnish their comments on the draft transfer/posting policy and additional inputs, if any, on this subject by 04th August, 2017 upto 17.00 hrs.

Encl. a/a


(Ajay Kumar VR)
Under Secretary to the Govt. of India

Copy to :-

- i) DDG(SR), DoT(Hq.);
- ii) CMD, BSNL, New Delhi;
- iii) CMD, MTNL, New Delhi

No.12-11/2017-STG-I
Government of India
Ministry of Communications & IT
Department of Telecommunications
Sanchar Bhawan, New Delhi - 110001

Dated: _____, 2017

OFFICE MEMORANDUM

Subject: - Revised Transfer and Posting policy for officers of ITS / GCS Group 'A' and officers of TES / GCS Group 'B'

The existing transfer and posting policy for the officers of ITS / GCS Group 'A' and officers of TES / GCS Group 'B' has been reviewed keeping in view the revised cadre strength and cadre review of ITS notified vide 9-1(5)/2016-Estt_ dated December 29th, 2016. The policy takes into account the underlying principles of DoP&T guidelines vide No.1 1013/10/2013-Estt.A dated 24.12.2013. The revised 'Transfer and Posting Policy 2017' for transfer and posting of officers of ITS / GCS Group 'A' and officers of TES /GCS Group 'B' will be as follows:-

1. Scope

- 1.1. All inter-unit transfers shall be handled by DoT in accordance with the principles enumerated in this policy. As per OM no. _____ dated February 23, 2017 the posts structure of DoT (Hq.), TEC, each RTEC, NTIPRIT, and DOT field unit at each LSA along-with sanctioned posts has been notified. As per the guiding principle of said OM, each LSA shall be considered as independent unit in addition to DOT HQ, TEC along-with RTEC and NTIPRIT. The units may be notified from time to time.
- 1.2. The transfer and posting shall be decided by the competent authority after taking into consideration the recommendations made by the Placement Committees constituted for this purpose as mentioned in para-2 of this policy.
- 1.3. Posting of Officers from DoT to BSNL/ MTNL and vice-versa shall be handled by DoT keeping in view the requirement of officers in BSNL/MTNL/DoT and availability of officers. In general all the officers will be rotated between DOT Posts and PSU posts.
 - 1.3.1. Transfer of officers from PSU posts to DOT posts: The transfer requests shall be considered on the basis of current period of stay at PSU and total service of the officers. Such transfers will be limited to maximum 10 % of officers posted in respective PSU to avoid large scale disturbance. The station

tenure of the posts in PSU shall be counted together with DOT tenure to decide the place of posting for such officers.

1.3.2. Transfer from DOT posts to PSU posts: The posting of officers to BSNL/ MTNL shall be made so as to operationalize maximum posts in the interest of operations and services of BSNL and MTNL. The officers shall be considered for special reserve as specified in cadre structure OM dated 29th December 2016 in BSNL and MTNL based on their continuous period of stay in DOT.

1.3.3. The placement committee shall devise a rational procedure to effect transfer/ rotation between DOT and BSNL/ MTNL.

1.4. On posting of officers from DoT Units to BSNL/MTNL or between BSNL and MTNL, specific posting will be decided by the PSU to which the services of the officers are placed as per transfer & posting policy of the concerned PSU. In case of any specific station request made by the officer, the same shall be duly mentioned in the transfer/ posting order from DOT. As far as possible, the BSNL/ MTNL management shall keep such request in consideration while deciding the posting.

1.5. The processing of transfer cases shall be in accordance with the "Channel of Submission & Level of Final Disposal" prescribed by O&M section of DoT from time to time.

2. Placement Committees for making recommendations for transfer & posting

2.1. Officers of SAG and above level: Secretary (T) as Chairman and Member (S), Member (T) as Members. DDG(Estt.) to act as Convener of the Committee;

2.2. Officers of JAG level: Member(S) as Chairman, Advisor (O) or Advisor (T) as nominated from time to time, Sr. DDG(Pers) or DDG (Estt.) as nominated from time to time. Director (Staff) to act as Convener of the Committee;

2.3. Officers of STS and below level: Director (Staff), Director (Estt.) and US (SGT), to be chaired by the senior of the two Directors. US (SGT) to act as convener of the Committee.

3. Types of Transfer

3.1. Transfers in exigencies of service, which can be carried out to meet specific requirement of post or desirable expertise, or for other administrative reasons.

3.2. Rotational transfer, after completion of post or station tenure.

3.3. Request transfer, which may be carried out considering the request of individual officer, subject to administrative feasibility. Such transfers can be with/ without cost as per the decision of the placement committee.

i) Provided that the convener of the committee shall place the request (if any) of the officer concerned and career history of the officer for consideration of the placement committee. The request of the officer should be duly forwarded as per pro-forma in Annex I by the: i) Unit head in case of DOT HQ; ii) Organization head/ head of office in case the officer is posted in PSU/ Deputation; iii) Head of LSA concerned.

ii) Provided that the data related to career history and station tenure shall be maintained at centralized database/ portal (currently www.itsonline.bsnl.co.in ; accessible to each individual officer through personal login-id and password) and that every officers must ensure that information related to his/her career history is correctly updated on the portal at all the time especially on December 31st and March 31st of every year.

iii) Further that in cases where the officer himself is head of office/ unit head, the request should be duly forwarded by the reporting officer.

4. Tenure

4.1. The normal tenure for a post shall be 5 years. Tenure for a post identified as sensitive shall be 3 years or as per guidelines issued by CVC from time to time.

4.2. The minimum tenure for a post shall normally be of 2 years.

4.3. The normal tenure for posting at a station shall be 6 years except for NCR and Delhi where the station tenure shall be 8 years. For the purpose of tenure DOT HQ, TEC and NTIPRIT shall be counted together as one station/ tenure. In case of rotation between DOT and BSNL/ MTNL, the combined station tenure shall be 8 years except for Delhi and NCR where the station tenure shall be 10 years.

4.4. Tenure for postings in stations Classified as hard areas (List of Hard Areas is as per Annex II) shall be in accordance with relevant Government instructions issued from time to time.

4.5. The period spent by an officer, while posted at a station, in current grade and one grade below shall be counted towards station tenure.

- 4.6. Where an officer requests for transfer from/to a station for personal compulsions, such request shall be considered, if administratively feasible even before completion of two years in the post/ station, subject to other relevant provisions of this policy.
- 4.7. Period of posting of more than two years/specified period in case of hard tenure station spent away from station shall be treated as break from station tenure. In case such period is less than two years/specified period in case of hard tenure station, the total period before and after such break, excluding period spent away from the station, shall be counted towards station tenure.
- 4.8. Period spent by an officer outside DoT, whether on deputation, training, leave or deputation of his services to a PSU (except on special reserve cadre posts in BSNL/ MTNL) at the same station shall not be counted towards station tenure.
- 4.9. For hard tenure stations, periods of leave, training etc. in excess of 30 days per year would be excluded and only the actual time the officer has served at the station shall be taken into account for counting the station tenure.

5. Transfer Principles

5.1. Rotational Transfer:

- 5.1.1. All rotational transfer to be effected in a year shall normally be considered in the month of January/ February every year, so that transfer orders are issued before the end of March. For this purpose, options/ requests for the choice of stations shall be invited by Staff branch of DOT in the first week of December of preceding year and the requests are required to be submitted by the officer(s) upto 31st December of the preceding year/ 1st January of the year. However, submission of choice shall not confer any right to the officer to be posted only to the opted station.

Explanation: For the purpose of 31st March 2018, options shall be invited during first week of December 2017 upto a last date of December 31, 2017.

- 5.1.2. In case of rotational Transfer, counting of period of stay in a post/station (except hard tenure postings) shall be done as on 31st March of the concerned year.
- 5.1.3. Officers, who are within two years of reaching the age of superannuation and already posted at the station of their choice, shall normally not be transferred.
- 5.1.4. For rotational transfer, officers shall be considered in order of their length of stay at a station, in descending order.

5.1.5. Rotational transfer to other station shall not be resorted to during the periods of austerity measures announced by Government. However, rotational transfer based upon completion of post tenure shall continue to be resorted to.

5.1.6. Where more than one officer from the same unit are being considered for rotational transfer out of a unit, not more than 1/3rd number of officers of the total working strength of the unit shall normally be transferred out in a year in order to avoid major disruption of activities of that unit. This limit shall be separately applied for JAG and above as one group and Group 'B' to STS level as another group.

5.2. Other Transfers:-

5.2.1. Normally, other transfers shall also be considered along with rotational transfers to be effected in a year. However, request transfers, transfers in exigencies of service and those on completion of Hard Area tenure shall be considered as and when required.

5.2.2. Request of officers, who are within two years of reaching the age of superannuation, for posting to a station of their choice, shall be given preference subject to administrative feasibility.

5.2.3. Request transfer of an officer before completion of two years in post/station shall be on his own cost.

6. **Sensitive / non sensitive posts**

6.1. Posts in Compliance (erstwhile TERM post) and Security wing in field units will be considered sensitive. List of Sensitive posts in DOT Hq, Field Units and TEC shall be as per Annex III.

6.2. Ordinarily, the tenure of an officer on a sensitive post shall be two to three years at one stretch.

7. **Postings on compassionate grounds**

7.1. Cases of postings on medical / compassionate grounds will be examined by the Placement Committee which may refer medical ground cases to Medical Boards, if required.

7.2. In case of working couples, if the spouse of an officer is working outside the Department, posting in the same station as the spouse may be allowed subject to the instructions issued by the Department of Personnel & Training on this issue. In case where the spouse is also an officer of the Department, both the officers should be posted to the same LSA, if they are otherwise eligible, provided that, jointly, they do not occupy more than 50 per cent of the posts in that station. In general, one of the spouse may be required to work on a PSU post in the same station.

8. Earned / Study Leave Child Care Leave

An officer under orders of transfer shall be granted Earned Leave / Study Leave or Child Care Leave only after she/ he has joined his new place of posting. Period under such leave will not count towards cooling off from stay at a station or in an area. Officers who proceed on leave without completing the minimum tenure at a station / area will be posted to the station from which they had gone on leave, on joining after availing leave. Officers who have completed their tenure at a particular station / area before proceeding on Study / Long Leave will send a duly forwarded request to Staff section in DOT, for decision on their posting at new station as per the policy applicable in their case, at the end of their approved leave period.

9. General Principles

- 9.1. As far as possible and within administrative exigencies, the transfers and postings will be done in such a way that officers in general get an opportunity to serve in various units catered to by the cadre.
- 9.2. All efforts will be made to see that guidelines laid down by DoP&T in the matter such as posting of husband and wife, SC/ST officers, differently-abled officers and officers having differently-abled children, etc. are followed.
- 9.3. Officers against whom disciplinary proceedings are pending for major penalty may not be posted against sensitive posts.
- 9.4. Notwithstanding the above guidelines, the competent authority may transfer or retain the officer(s) at/from a particular station/post in the interest of service, as and when required, by recording reasons in writing, thereof.
- 9.5. In case where officers try to influence transfer through means other than proper channel, action will be taken as per Clause 20 of the CCS (Conduct) Rules. This rule envisages that "No Government servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matter pertaining to his service under government".