

No. A-22012/2/2013-Admn.II
Government of India
Ministry of Communications & IT
Department of Telecommunications
Sanchar Bhawan, New Delhi -110001

Dated the 26th March, 2014

OFFICE MEMORENDUM

Subject: Transfer and Posting Policy for Officers of Indian Radio Regulatory Service, Ministry of Communications & IT, Department of Telecommunications

For the transfer and posting of Group 'A' and Group 'B' officers of Indian Radio Regulatory Service, the transfer policy of DoT issued vide O.M. No.315-18/2001-STG-III dated 25th February 2013, was being followed. Keeping in view the directions of Department of Personnel & Training vide O.M. No.11013/10/2013-Estt. A dated 24.12.2013, revised transfer and posting policy for transfer and posting of Group 'A' and Group 'B' officer of Indian Radio Regulatory Service, is hereby issued with immediate effect and until further orders in supersession of all previous instructions on the subject as follows:

1. SCOPE

1.1 The policy shall be applicable to the officers of Indian Radio Regulatory Service, Ministry of Communications & IT, Deptt. of Telecommunications.

1.2 All inter unit transfers shall also be handled by DoT in accordance with the principles enunciated in this policy.

2 Civil Services Committee:


2.1 There shall be a Senior Civil Services Committee for making recommendations for the transfer and posting of the officers of SAG and above belonging to IRRS. The Senior Civil Services Committee will comprise of the following:

Secretary (T), DoT	- Chairman
Member (T), DoT	- Member
Wireless Adviser, DoT	- Member Secretary

2.2 There shall be a Junior Civil Services Committee for making recommendations for transfer and posting of the officers below the level of SAG.

Member (T)	- Chairman
Wireless Adviser, DoT	- Member
Director (WMO), DoT	- Member
Deputy Secretary (Admn. II), DoT	- Member Secretary

2.3 The recommendations of Senior Services Committees shall be approved by the Minister of Communications & IT and the recommendations of Junior Civil Services Committee shall be approved by Secretary (T).


26/03/2014

2.4 The above Committees shall meet once in every year in February. However, depending upon any mid-term requirement owing to promotion, resignation, voluntary retirement, death or any public exigency, the Committees may meet at any time during the year.

3. The Process of Transfer:

3.1 The likely vacancy arising out of retirement/promotion/rotation etc. will be prepared and circulated to all the eligible officers by 15th December every year. Options for choice of station in the prescribed Performa will be required to be submitted by 15th January every year. However, submission of choice will not confer any right to the officer to be posted only to the choice of station.

3.2 A panel will be prepared by the Member Secretary of the Senior/Junior Civil Services Committee indicating the vacancy details, options submitted by the officers, details of posts held so far and eligibility of the officer as per the extant policy.

3.3 Thereafter, the respective Civil Service Committee will make recommendation about the transfer and posting of the officers. The process will be completed by 15th March of every year so that officers concerned take up their new duty w.e.f. 1st April of next year.

4. Tenure of Posting:

4.1 The normal tenure for a post shall be four years and minimum tenure shall be two years. The tenure for a post identified as sensitive shall be three years or as per the guidelines issued by CVC from time to time. For the North-Eastern States including Sikkim, Jammu & Kashmir and Andaman & Nicobar Island, the normal tenure will be two years and after the completion of normal tenure, the officer shall be posted at a station of his/her choice.


4.2 The normal tenure for posting at a station shall be eight years for Delhi & NCR, two years for difficult areas as mentioned in para 4.1 and six years for other areas.

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

4.4 Period of posting of more than two years away from a station, except for difficult postings, shall be treated as break from station tenure. In case such period is less than two years, the total period before and after such break, excluding period spent away from the station, shall be counted towards station tenure.

4.5 Period spent by an officer outside DoT, whether on deputation, training, leave or placement of his services to a PSU at the same station shall **NOT** be counted towards station tenure.

4.6 For difficult areas, periods of leave, training etc. in excess of 30 days per year would be excluded and the actual time the officer has served in the station only will be taken into account for counting the station tenure.


26/03/2014

4.7 In case an officer posted in a difficult station is willing to continue at that particular station beyond normal tenure, he/she may be allowed to do so unless public exigency necessitates his/her transfer.

4.8 An officer should not be posted in difficult areas for more than two stints of two years each except on his/her own wish. As far as possible, normally every officer should spend a minimum of two years in difficult area during his/her career span.

5. General Principle of Transfer:

5.1 The Transfer and Posting Policy shall primarily be guided by the need for efficient delivery of public services.

5.2 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.

5.3 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.

5.4 Officers against whom disciplinary proceedings are pending for major penalty may not be posted against sensitive posts.


5.5 Normally, other transfers also shall 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 difficult area tenure shall be considered as and when required.

5.6 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.

5.7 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.


5.8 For rotational transfer, officers shall be considered in order of their length of stay at a station in descending order. Where more than one officer from the same unit are being considered for rotational transfer out of a unit, more than 1/3 number of officers, of the total working strength of the unit, shall not normally be transferred out in a year.

5.9 Notwithstanding the above guidelines, the competent authority may transfer or retain the officer(s) at/from a particular station/post in the interest of public service, as and when required, by recording reasons in writing thereof.


26/03/2014

5.10 The Transfer and Posting Policy shall be reviewed from time to time to ensure that public service is capable of meeting the challenges arising due to rapid changes in policy framework.

This is issued with the approval of Hon'ble MOC&IT.



(Benoy Choudhury)
Dy. Secretary to the Govt. of India

To,

1. Wireless Advisor, Wireless Planning & Coordination Wing.
2. Director, Wireless Monitoring Organisation.

Copy for information to :-

1. PS to Hon'ble MOC&IT
2. PS to Hon'ble MOS C&IT(D)/(Dr.KK).
3. PPS to Secretary (T), DOT.
4. PPS to Member(S)/Member(T)/Member(F).
5. Advisor(T)/Advisor(O)/Advisor(F) DOT.
6. Administrator, USOF/Sr.DDG(TERM)/ DDG(USOF)/
Sr. DDG(BW)/AS(T)/Sr.DDG(TEC), New Delhi.
7. All DDGs , DOT Hqrs./JS(Admn.)/JS(T).
8. Director (IT) with request to upload this OM on the website of DOT
9. AD(OL) for Hindi version.
10. Guard File.


26/03/2014

(Nirmala Dev)
Under Secretary to the Government of India