

**No. 12-11/2010-STG-I**  
**Government of India**  
**Ministry of Communications & IT**  
**Department of Telecommunications**  
**Sanchar Bhawan, New Delhi - 110001**

**Dated: 30.01.2014**

**OFFICE MEMORANDUM**

**Subject: - 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 directions of DoP&T vide No.11013/10/2013-Estt.A dated 24.12.2013 and revised transfer and posting policy for transfer and posting of officers of ITS / GCS Group 'A' and officers of TES / GCS Group 'B' 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 All inter-unit transfers shall be handled by DoT in accordance with the principles enumerated in this policy. DoT (Hq.), TEC, each RTEC, NTIPRIT, each TERM Cell and each Security unit at different stations shall be treated as a unit. 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.
- 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.
- 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.

  
30/1/2014

## 2. Placement Committees for making recommendations for transfer & posting:-

The Placement Committees for making recommendations for transfer and posting of the officers shall be as follows:-

- (i) Placement Committee for the transfer & posting of the officers of SAG and above level shall comprise of Secretary (T) as Chairman and Member (S), Member (T) as Members. DDG(Estt.) will act as Convener of the Committee;
- (ii) Placement Committee for the transfer & posting of the officers of JAG level shall comprise of Member(S) as Chairman and Advisor (O), Advisor (T) as Members. DDG(Estt.) will act as Convener of the Committee;
- (iii) Placement Committee for the transfer & posting of the officers of STS and below level shall comprise of Director (Staff), Director (Estt.) and US (SGT), to be chaired by the senior of the two Directors

## 3. Types of Transfer:-

3.1 Transfer of an officer can be carried out under following categories:

- a) Transfers in exigencies of service, which can be carried out to meet specific requirement of post or desirable expertise, or for other administrative reasons.
- b) Rotational transfer, which can be carried out after completion of post or station tenure.
- c) Request transfer, which may be carried out considering the request of individual officer, subject to administrative feasibility.

## 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.
  - 4.1.1 The minimum tenure for a post shall normally be of 2 years.
- 4.2 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.
- 4.3 Tenure for postings in stations Classified as hard areas shall be in accordance with relevant Government instructions issued from time to time.
- 4.4 The period spent by an officer, while posted at a station, in current grade and one grade below shall be counted towards station tenure.
- 4.5 Where an officer requests for transfer from/to a station for personal compulsions, such request shall be considered, if administratively feasible,

*all*  
30/11/2014

even before completion of two years in the post/ station, subject to other relevant provisions of this policy.

- 4.6 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.
- 4.7 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.
- 4.8 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 February of the concerned year, so that transfer orders are issued by the end of March of the same year. For this purpose options for the choice of stations shall be required to be submitted by the officers by 15<sup>th</sup> January of the year. However, submission of choice shall not confer any right to the officer to be posted only to the opted station.
- 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 31<sup>st</sup> 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 1/3<sup>rd</sup> 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.

  
30/11/2014

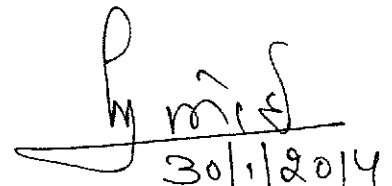
## 5.2 Other Transfers:-

- 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. General Principles:-

- 6.1 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.
- 6.2 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.
- 6.3 Officers against whom disciplinary proceedings are pending for major penalty may not be posted against sensitive posts.
- 6.4 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.
- 6.5 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".

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


  
30/1/2014  
(N.R. Bishnoi)

**Director (Staff)**

Tel: 23711391/23036645

Copy 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/Sr.DDG, USOF/Sr.DDG (BW)/AS (T) DOT /Sr. DDG, TEC, New Delhi.
7. All DDsG, DoT(Hq.)/JS (A)/JS (T);
8. CMD BSNL/MTNL;
9. General Secretary, ITSA
10. General Secretary, DoT Engineering Officers Association
11. Guard file.
12. Director (IT) with request to upload this OM on the website of DOT.



30/1/2014

(D.N. Sah)

Under Secretary to the Government of India

Tel.No.2371657