

No. 20-02/2013-SEA-I
Government of India
Ministry of Communications & IT
Department of Telecommunications,
Sanchar Bhawan, New Delhi – 110001

Dated: 31.12.2013

OFFICE MEMEORANDUM

Subject: Policy and guidelines for posting and transfer of the officials of Group 'C' working in Department of Telecommunications.

The policy for effecting transfers and posting of Group 'C' officials working in CCA Offices/ NICF has been formulated in conformity with the DOP&T instructions and the Supreme Court's Judgment dated 31.10.2013 in WP (Civil) No. 82/2011 in matter of Sh. T.S. R. Subramaniam & others Vs Union of India & others.. The following orders are issued with immediate effect and will be in effect until further orders, in supersession of all the previous instructions on the subject.

2. As per instructions of DoPT vide their letter No.20-16/2013-STG-II dated 26.12.2013 all transfer/postings will henceforth be considered by a Board. The Board would be a recommendatory body and the final decision will rest with the approving authority.

3. The following Board will recommend the transfer/postings of the officials of Group 'C' working in CCA Offices/ NICF with immediate effect.

The following will be the constitution of the Board:

Circle Service Board (CSB)

	At Circle level		
	O/o CCA/Pr. CCA	O/o CCA headed by Jt. CCA	NICF
Chairperson	Jt. CCA (Admn.)	Dy. CCA (Admn.)	Director
Member	Dy. CCA (Admn.)	ACCA/AO (Admin.)	Dy. Director (Admn.)
Convener	ACCA/AO (Admn.)	AO (Admn.)	AO (I)

Approving Authority for transfer/posting of Group 'C' officials:-

	At Circle level		
	O/o CCA/Pr. CCA	O/o CCA headed by Jt. CCA	NICF
Approving Authority	CCA	Jt. CCA	DG NICF

4. The Board will normally meet once every year. However, depending on any midterm requirement owing to promotions, resignations, voluntary retirement etc. subsequent meetings could also be convened.

5. The approving authority can issue transfer/posting orders directly on a case to case basis under emergent conditions where the meeting of CSB cannot be convened on a short notice

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or for reasons to be recorded in writing. This will however be undertaken only under exceptional circumstances and not as a norm.

6. The decision of the boards will be recommendatory and final decision will rest with the approving authority.

7. The minimum tenure of a post will be two years.

8. Request transfers will be considered only after completion of a minimum tenure of two years on a post.

9. Transfer of any official before completion of minimum tenure on a post may be done in public interest but the reasons for the same should be recorded and approved by approving Authority.

10. Whenever an official requests for transfer, clear justification is to be recorded for accepting the request of the individual official. Any transfer due to personal reasons within minimum tenure of two years will be at the cost of the official.

11. Inter station transfers will, as far as possible be synchronized with the end of the academic year viz. 31st March of each year.

12. All efforts will be made to see that guidelines laid down by DoP&T regarding posting of husband and wife at one place, are followed. Similarly DoP&T guidelines in respect of physically handicapped official and officials having physically handicapped children shall also be duly observed.

13. In case where officers try to influence transfer through 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".

14. Refusal of promotion to avoid transfer will be dealt with as per rules.

This has the approval of competent authority.

To

1. All Principal CsCA/CsCA/Jt. CsCA
2. DG, NICF

Saurabh K. Tiwari
31/12/13
(Saurabh K. Tiwari)
DDG(FEB)

Copy for information to:

1. PS to Secretary, DoP/PS to Secretary, DoT/PS to Member (F)
2. PS to Advisor (F)
3. All DsDG in DoT
4. ADG (SEA) DoT
5. Guard file
6. Director (IT) with a request to publish the order on the website of DoT.