

**20-02/2013-SEA-I**  
**Government of India**  
**Ministry of Communication & IT**  
**Department of Telecommunications**  
**Sanchar Bhavan, 20, Ashoka Road,**  
**New Delhi-110001**

Dated: 31.12.2013

**OFFICE MEMORANDUM**

**Subject: Guidelines for transfer and postings of the officers of IP&T AFS Group 'A'.**

The guiding principles for effecting transfers and postings of IP&T AFS Group 'A' officers are being revised in conformity with the DoP&T instructions for implementation of 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 on the subject and keeping in view the special needs of the service. The following orders are issued with immediate effect and until further orders in supersession of all 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 Senior Civil Service Board will recommend the transfer/postings of all SAG and above officers of IP&TAFS Group 'A' with immediate effect.

The following will be the constitution of the board:

**Senior Civil Services Board (SCSB)**

<b>Chairperson</b>	<b>Member (Finance)</b>
<b>Member</b>	<b>Adviser (Finance)</b>
<b>Member</b>	<b>FA, Post</b>
<b>Member and Convener</b>	<b>DDG (FEB)</b>

The approving authority will be the Hon'ble Minister of Communications & IT.

4. The following board will recommend the transfer/postings of IP&TAFS Group 'A' officers upto JAG level with immediate effect.

The following will be the constitution of the board:

**Junior Civil Services Board (JCSB)**

<b>Chairperson</b>	<b>DDG (FEB)</b>
<b>Member</b>	<b>Director (B&amp;A)</b>
<b>Member and Convener</b>	<b>Director (SEA)</b>

The approving authority will be the **Advisor (Finance)**.

5. The above boards will normally meet once every year in February. However depending on any midterm requirement owing to promotions, resignations, voluntary retirement etc. subsequent meetings could also be convened.
6. The likely vacancy position arising out of retirement, promotion, rotation etc will be drawn out and circulated to all the eligible officers latest by 15<sup>th</sup> December every year. Options for choice of stations in the prescribed proforma will be required to be filled by the officers and submitted not later than 15<sup>th</sup> January of each year.
7. Even though the options will be called to enable the competent authority to ensure that due diligence can be carried out to accommodate the choice of posting of officers however, the same cannot be claimed as a matter of right.
8. The options indicated by the officers will have to be supported with an undertaking that they are also willing to be posted to stations other than their choice stations in the event their requests cannot be complied with due to administrative exigencies or non fulfilment of any conditions brought out in the transfer policy.
9. The approving authority can issue transfer/posting orders directly on a case to case basis under emergent conditions where the meeting of SCSB/JCSB cannot be convened on a short notice or for reasons to be recorded in writing. This will however be undertaken only under exceptional circumstances and not as a norm.
10. A draft panel will be drawn up by the convener of the respective boards indicating the vacancy details, options submitted by the officers, stay particulars and minimum conditions which are required to be fulfilled as per the transfer policy.
11. The decision of the boards will be recommendatory and final decision will rest with the approving authority.
12. All the posting orders will indicate a zone of relieving upto a maximum of 30 days within which the officer is to be relieved. The relieving has to be mandatorily carried out before the last date indicated in the zone of consideration.
13. Representations if any, will be addressed to the approving authority only. Any representations in respect of the posting orders are to be submitted within 15 days of issue of such orders failing which the same will not be considered. The representations will be considered by the approving authority on case to case basis and disposed off within 15 working days.
14. Refusal of promotion to avoid transfer will be dealt with as per rules.

**15. GENERAL PRINCIPLES:**

The post and station tenure will be as under:

Sl. No.	Name of the station	Station tenure	Post tenure
1.	North East	2 Years	2 Years
2.	Assam	2 Years	2 Years
3.	Andaman and Nicobar	2 Years	2 Years
4.	Jammu & Kashmir	2 Years	2 Years
5.	Delhi and NCR	9 Years	3 Years
6.	All other stations	6 Years	3 Years

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- i. A minimum tenure of two years will be in force for all the posts.
- ii. For officers who have put in service of 10 years or less, station and post tenure for stations at Sl. Nos. 1 to 3 will be 3 years at a time.
- iii. It would be the endeavor to ensure that in a career span, all officers get a chance to serve at the least one hard tenure, one tenure in DoP and one at DoT headquarters.
- iv. After completing the prescribed station/post tenure and subsequent transfer to new station, the officer will be eligible for posting at the previous place only after completing the station/post tenure at the new place of posting
- v. For counting the station tenure, the period of service rendered in the previous grade/grades would also be considered. For hard tenure (stations at 1 to 4 of the above table), periods of leave, training etc. in excess of 15 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.
- vi. As far as possible, and within administrative exigencies, transfers and postings will be done in such a way that each officer has an equal opportunity to serve both the Departments and in all types of offices catered to by the cadre.
- vii. After completion of one hard tenure, the officer shall be accommodated at the choice station as far as possible.
- viii. In case an officer posted at a hard tenure station is willing to continue at that particular station, notwithstanding completion of his/her normal tenure there, he/she may not be transferred from that station as a matter of routine, unless the conditions other than mere completion of normal tenure justify his/her transfer from that station (e.g. requests of other officers for postings to that station/ office or a need to fill other critical vacancies at unpopular stations/office/deficient circles or a need for special expertise or mandated rotation of the officer to postal/telecom/headquarters/field etc.).
- ix. While effecting transfers, a person with the longest continuous stay at the station shall ordinarily be transferred first.
- x. In the matter of postings, officials who have not already been posted at a particular station and have expressed willingness for that station shall have precedence over others who have already had a full tenure at that station.
- xi. Request transfers will be considered only after completion of a minimum tenure of two years on a post.
- xii. Transfer of any officer before completion of minimum tenure on a post may be done in public interest but the reasons for the same should be recorded.
- xiii. Whenever an officer requests for transfer, clear justification is to be recorded for accepting the request of the individual officer. Any transfer due to personal reasons within minimum tenure of two years will be at the cost of the officer.
- xiv. Transfers will, as far as possible be synchronized with the end of the academic year viz. 31<sup>st</sup> March of each year.
- xv. 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 officers and officers having physically handicapped children shall also be duly observed.

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- xvi. Officers who are within two years of reaching the age of superannuation, will if already posted at their station of choice, normally not be shifted.
- xvii. Officers against whom disciplinary proceedings are pending for major penalty may not be posted against sensitive posts.
- xviii. 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".

This has the approval of the competent authority.

*Saurabh K. Tiwari*  
3/12/13  
(Saurabh K. Tiwari)  
DDG(FEB)

TO

1. All Principal CsCA/CsCA/Jt.CsCA
2. DG,NICF
3. JS & FA. Department of Posts
4. DDG (PAF), Department of Posts

Copy for information to:

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