

No. 20-02/2013-SEA-I  
Government of India  
Ministry of Communications & IT  
Department of Telecommunications

Dated : 28.03.2014

OFFICE MEMORANDUM

*Subject:* Guidelines for transfer and postings for officers of IP&TAFS Group 'A'.

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The existing transfer and posting policy for the officers of IP&TAFS Group 'A' officers has been reviewed keeping in conformity with the directions of DOP&T vide No. 11013/10/2013-Estt. A dated 24.12.2013. In supersession of all previous instructions on the subject, the following orders shall come into force with immediate effect and until further orders.

2. All transfers and postings of IP&TAFS Group 'A' officers shall be considered by the appropriate Civil Services Board constituted in accordance with these instructions. The recommendations of the Civil Services Board shall be submitted to the authority competent to approve transfers and postings of the officers as per extant instructions.

3. The officers on the strength of the IP&TAFS Group 'A' services are posted in the Department of Telecommunications and the Department of Posts. Therefore, the transfer of Group 'A' officers of the IP&TAFS between the two Departments shall be considered by a committee consisting of Secretary, Department of Telecommunications-cum-Chairman, Telecom Commission, Secretary, Department of Posts and Member (Finance), Department of Telecommunications.

4. (i) The transfers and postings of IP&TAFS Group 'A' officers of the level of SAG and above within the Department of Telecommunications shall be considered by a Civil Services Board Consisting of Secretary, Department of Telecommunications-cum-Chairman, Telecom Commission as Chairperson of the Board with Member (Finance) and Adviser (Finance) as its Members.

(ii) The transfers and postings of IP&TAFS Group 'A' officers of the level of JAG within the Department of Telecommunications shall be considered by a Civil Services Board consisting of Member (Finance) as Chairperson of the Board with Adviser (Finance) and DDG(FEB) as its Members.

(iii) The transfers and postings of IP&TAFS Group 'A' officers below the level of JAG within the Department of Telecommunications shall be considered by a Civil Services Board consisting of DDG(FEB) as Chairperson of the Board with Director (SEA) and a Director to be nominated by Member (Finance) as its members.

(iv) The above boards shall meet as often as may be required.

5. The likely vacancy position arising out of retirement, promotion, rotation etc. will be prepared and circulated to all eligible officers latest by 15<sup>th</sup> December every year. Options for choice of stations in the prescribed proforma will be sought from officers to be submitted not later than 15<sup>th</sup> January of each year.

*Joshi*

6. 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.

7. 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 compiled with due to administrative exigencies or non-fulfillment of any conditions brought out in the transfer policy.

8. 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.

9. Representations, if any, will be addressed to the authority competent to approve the orders of transfer/ posting only. Any representation in respect of an order is to be submitted within 15 days of issue of such order failing which the same may not be considered. The representations will be considered by the competent authority with the recommendations of the appropriate Board on case to case basis and disposed off within 30 working days.

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

11. **GENERAL PRINCIPLES:**

The post and station tenure will be as under:

S. 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 and Kashmir	2 years	2 years
5.	Delhi and NCR	9 years	3 years
6.	All other stations	6 years	3 years

- (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 S. 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.

*Devi*

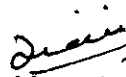
- (iv) After completing the prescribed station/post tenure and subsequent transfer to new station, the officer will be eligible for posting at the previous place only after completing the station/ post tenure at the new place of posting.
- (v) For counting the station tenure, the period of service rendered 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 posting will be done in such a way that each officers 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 transfer, 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 the 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 officers. Any transfer due to

*Diya*

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.
- (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)  
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Copy to:

1. PS to Hon'ble MOC&IT;
2. PS to Hon'ble MOS C&IT (D)/ (Dr. K K)
3. PPS to Secretary (T), DOT/ PS to Secretary (Posts);
4. PPS to Member (S)/ Member (T)/ Member (F)
5. Advisor (F)
6. All Principal CCA/ CCA/ Jt. CCA
7. DG, NICF
8. JS&FA, Department of Posts
9. All Sr. DDG/DDG on Finance side/ Director (SEA)
10. ADG(SEA)
11. Guard File
- ✓ 12. Director (IT) with request to upload this O M on the website of DOT.

