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No.24-01/2014-EW
Government of India
Ministry of Communications & IT
Department of Telecommunications
Sanchar Bhawan, New Delhi – 110 001

Dated 28.02.2014

OFFICE MEMORANDUM

Sub: Transfer and Posting policy for officers of P&T Building Works Group 'A' Services.

The existing transfer and posting policy for the officers of P&T Building Works Group 'A' Services has been reviewed keeping in view 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.

- 1) The policy shall be applicable to the officers of P&T Building Works Group 'A' services.
- 2) All transfer and postings of officers of P&T Building Works Group 'A' Services 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 P&T Building Works Group 'A' Services are posted in the Department of Telecommunications and the Department of Posts. Therefore, the transfer of Group 'A' officers of the P&T Building Works Group 'A' Services 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 (Technology), Department of Telecommunications. Sr. DDG(BW) shall be the convenor of the Committee.
- 4) (i) The transfers and postings of officers of P&T Building Works Group 'A' Services 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(Technology), AS(T) and Sr. DDG(BW) as its Members.

(ii) The transfers and postings of officers of P&T Building Works Group 'A' Services of the level of JAG and below within the Department of Telecommunications shall be considered by a Civil Services Board



consisting of Member(Technology) as Chairperson of the Board with Sr. DDG(BW) and JS(A) as its Members.

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

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.

6) Types of Transfer:-

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

- a) Transfer 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.

7) Tenure:-

- 7.1 The normal tenure for a post shall be 4 years. Tenure for a post identified as sensitive shall be 3 years or as per guidelines issued by CVC from time to time. The minimum tenure for a post shall normally be of 2 years.
- 7.2 The normal tenure for posting at a station shall be 8 years for all officers.
- 7.3 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.
- 7.4 Tenure for postings in stations classified as hard areas shall be in accordance with relevant Government instructions issued from time to time.
- 7.5 The period spent by an officer, while posted at a station, in current grade and one grade below shall be counted towards station tenure.
- 7.6 Period of posting of more than two years /specified period in case of hard tenure 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.




- 7.7 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.
- 7.8 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, he/she may be allowed to do so, unless public exigency necessitates his/her transfer.
- 7.9 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, every officer should spend at least two years in a hard tenure stations during his/her career span.
- 7.10 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.
8. **General Principles:-**
- 8.1 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.
- 8.2 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.
- 8.3 Officers against whom disciplinary proceedings are pending for major penalty may not be posted against sensitive posts.
- 8.4 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 station tenure shall be considered as and when required.
- 8.5 Whenever an officer requests for transfer, clear justification is to be recorded for accepting the request of the individual officers. Any transfer due to personal reasons within minimum tenure of two years will be at the cost of the officer.
- 8.6 Transfers will, as far as possible, be synchronized with the end of the academic year viz. 31st March of each year.
- 8.7 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.

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- 8.8 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.
- 8.9 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.


(Rama Rani)
Director (Electrical)
28/02/2014

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 Secretary, Department of Posts
5. PPS to Member (S)/Member(T)/Member(F), DoT
6. PPS to Member(Planning) Postal service Board
7. Advisor(T)/ Advisor(O) /Advisor(F), DOT
8. Sr.DDG(BW)
9. Administrator, USOF/Sr. DDG, TERM/ AS(T) /JS(A)/JS(T) DOT
10. DDG(EW)/ DDG(Civil)/ Director(Civil), DoT
11. CE(Civil), Deptt. of Posts with request to upload this OM on the website of DOP.
12. Guard file
13. Director(IT) with request to upload this OM on the website of DOT.


(R.K. Chaudhry)
S.O /A&E Section
28/2/2014