

No. 12-10/2023-STG-I  
Government of India  
Ministry of Communications  
Department of Telecommunications  
Sanchar Bhawan, New Delhi - 110001

Sanchar Bhawan, New Delhi

Dated 17th February 2024

**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 OM No. 11013/10/2013-Estt.A dated 02.07.2015. A revised transfer and posting 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 & postings shall be handled by DoT in accordance with the principles enumerated in this policy. DoT HQ, TEC, each RTEC, NTIPRIT, DGT HQ, NCCS and each LSA office at different stations within LSA, shall be treated as a unit. BSNL and MTNL shall also be considered as units in this regard. The units may be notified from time to time.

1.2. The transfer & posting shall be decided by the competent authority after taking into consideration the recommendations made by the Placement Committees constituted for this purpose.

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 DoT/BSNL/MTNL, vacancy position and availability of officers based on recommendation of Placement Committee.

1.4. On posting of officers from DoT Units to BSNL/MTNL, specific posting within these PSUs 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.

1.6. Head of LSA/TEC/NTIPRIT/NCCS shall decide the transfer/posting of (upto) JAG level officers under their jurisdiction. However, transfer/posting of SAG level and above officer shall require concurrence of DGT/Member (S)/Member (T) as the case may be. DGT/Member (S)/Member (T) shall provide their approval within 7 working days of receipt of such request from the Head of aforementioned units. However the provisions of these Transfer/Placement guidelines shall be followed in mutatis mutandis.

## **2. Placement Committee for making recommendations for transfer & posting**

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

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

## **3. Types of Transfer & Postings**

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. Transfer on Request which may be carried out considering the request of individual officer, subject to administrative requirements.
- d. Initial Posting on Appointment
- e. Transfer & Posting on Promotion
- f. Posting on return from Deputation, long-term training and study leave
- g. Transfer on completion of hard Tenure

## **4. Tenure**

### **4.1. Tenure for a Post :**

4.1.1. 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.

4.1.2. The minimum tenure for a post shall normally be of 2 years.

### **4.2. Tenure at a Station :**

4.2.1. The period spent by an officer, while posted at a station, shall be counted towards station tenure.

4.2.2. Normally, the officer shall be eligible for transfer to another

station or post, not before the minimum tenure of 2 years.

4.2.3. The tenure for posting at stations/LSAs will be as under:

Sl No	Name of the Station/ LSA	Tenure
1	Hard stations at Northeast states (including Sikkim), Jammu and Kashmir, Ladakh, Andaman and Nicobar Islands	2 years for officers with more than 10 years' service. 3 years for officers with the service of 10 years or less
2	Stations at Kerala and Himachal Pradesh	3 years, however officers can opt to stay up to six years
3	Delhi*	8 years
4	All other stations	6 years
5	LSAs having multiple stations	6 years

\* All postings in DoT, attached/subordinate offices of DoT and BSNL/MTNL at Delhi, Noida/Greater Noida, Faridabad, Ghaziabad and Gurgaon will be counted as part of the station tenure of Delhi.

4.2.4. Counting of Tenure –

4.2.4.1. The period spent by an officer, at a station in BSNL/MTNL, shall be counted towards that station tenure.

4.2.4.2. Period spent by an officer on deputation or long-term training at a station shall not be counted towards that station tenure.

4.2.4.3. For hard tenure stations, periods of leave and long-term training in excess of 30 days per year would be excluded for counting the station tenure.

4.2.5. If an officer returns to the same station where he/she previously worked, the station tenure will not be counted as continuous, under the following circumstances:

- a. The officer has completed a tenure at a hard station.
- b. The officer has spent at least two years at another station.
- c. The officer has been on deputation for five years or more at another station.

4.3. Normally, the officer on return from long term training/study leave has to serve the Department for minimum period of 1 year before consideration for deputation.

## 5. Principles of Transfers & Posting

### 5.1. Rotational Transfer

5.1.1. The rotational transfer will be for ITS, GCS and TES Grp B officers working in different units of DoT.

5.1.2. All rotational transfers to be effected in a year shall normally be considered in the month of February of concerned year, so that transfer orders are issued by the end of March of the same year.

5.1.3. In case of rotational Transfer, counting of period of stay in a post/station (except hard tenure postings) shall be done as on 31st March of the concerned year.

5.1.4. 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.

5.1.5. For rotational transfer, officers shall be considered in order of their length of stay at a station, in descending order subject to Para-6.1.

5.1.6. Where more than one officer from the same unit are due for rotational transfer out of a unit, not more than 1/3rd number of officers of the original sanctioned strength of the unit shall normally be transferred out in a year in each grade.

5.1.7. The list of officers in DoT, due for Annual Rotational Transfer (as on 31st march of extant year) will be prepared and published on DoT website by 31st December of current year.

5.1.8. Options for the choice of three distinct stations shall be required to be submitted by the officers by 15th January of the year. However, submission of choice shall not confer any right to the officer to be posted only to the opted station.

5.1.9. The recommendation of the placement committee will be submitted before the competent authority with a view to complete the process of approval by 15th March.

5.1.10. In case the number of officers opting for posting to a particular station exceeds the number of vacancies available in that station, the senior officer will be given preference.

5.1.11. The request for exemption from rotational transfer or posting to a particular station due to his/her serious medical ailments (as in Annexure-I) may be considered by the Placement Committee. Any exemption granted shall be reviewed by the Placement Committee annually.

5.1.12. In case an officer requests for retention in a particular station up to the end of the particular academic year on the ground that his/her child is studying in class-X or class-XII and deferment of his transfer for next rotational cycle in next year, Placement Committee may consider such requests.

5.1.13. While considering transfers/posting to TEC/NCCS, preference may be given to officers from other stations to TEC/NCCS at Delhi/Bangalore instead of officers already available in

Delhi/Bangalore. Posting to TEC/NCCS by inter-unit transfers within same station may be considered only if the officer has minimum balance station tenure of 4 years.

5.1.14. 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.

5.1.15. Transfer from DoT to BSNL/MTNL and Vice-versa -

5.1.15.1. Applications from the officers in BSNL/MTNL who have completed minimum 3 preceding years in BSNL/MTNL may also be considered along with choice of three distinct stations for posting in DoT if received through BSNL/MTNL Corporate Office. The posting in DoT will be considered against the available vacancies at the choice stations in DoT, provided that the applicant is not due for promotion within the same vacancy year.

5.1.15.2. The case of transfer will be considered based on the length of service in BSNL/MTNL (higher length will be given priority) and vacancy at the station of choice in DoT as per the provisions under the extant policy.

5.1.15.3. Similar criteria will be followed for officers posted in DoT for posting to BSNL/MTNL. The place of posting in BSNL/MTNL will be decided by BSNL/MTNL.

5.1.15.4. Transfers from DoT to BSNL/MTNL and vice versa will be limited to maximum 10% of number of officers posted in the grade in DoT.

## 5.2. Transfer on Request

5.2.1. Request for transfer shall be considered only after completion of two years of minimum period and shall normally be considered at the time of rotational transfer.

5.2.2. In case of any personal exigency, if a request is made for transfer within two years of posting, it will be at own cost of the applicant.

5.2.3. Transfer on request will be considered based on the availability of vacancy at the station requested and subjected to administrative requirements.

5.2.4. In case the number of officers opting for posting to a particular station exceeds the number of vacancies available in that station, the senior officer will be given preference.

## 5.3. Initial Posting on Appointment

5.3.1. Initial posting of the officers of ITS Group 'A' (ADET probationers) and TES Group 'B' (JTO probationers) after completion of probation shall be done by considering the preferences of three distinct stations given by the officer and administrative requirements. However,

it shall not confer any right to the officer to be posted only to these preferred stations. Home LSA (having the declared hometown) shall not be allotted .

#### **5.4. Posting on return from Deputation, long-term training and study leave**

5.4.1. The officer returning from deputation will intimate his/her three distinct preferences of stations to be posted at least one month before his date of reporting. The officer will be posted to DoT/BSNL/MTNL against the available vacancies by considering his preferences and administrative requirements. If no posting order is issued till the date of reporting, the officer is required to report to Personnel Division of DoT HQ.

5.4.2. An officer returning from long term training/study leave has to join the concerned office as specified in the order for training/study leave or as amended by any other subsequent order.

#### **5.5. Transfer and Postings on Promotion**

5.5.1. Officers on promotion within group 'A' will normally be transferred out of the station, except where they have not completed a minimum of 2 years at that station, subject to the administrative requirements. Grant of NFSG/NFU shall not be treated as promotion for this purpose.

5.5.2. Officers, on promotion from Group-B to Group-A, shall be transferred out of the station where they were working at the time of promotion, if the balance tenure at the station is less than three years.

5.5.3. If the officer is due for superannuation within six months, he/she will be retained at the same station against an existing vacancy of the promotional post at that station, subject to administrative requirements.

#### **5.6. Transfer on completion of hard Tenure**

5.6.1. The officers will submit the request for transfer from hard tenure, through proper channel, not before three months of likely date of completion of the tenure indicating the choice of three distinct stations.

5.6.2. The officer shall be accommodated at the choice stations as far as possible. However, the choice station can be availed once in the entire service period.

### **6. Exception to the General policy**

6.1. Transfers can be carried out at any time as an exception to this policy to meet specific requirements of a post or desirable expertise or for other administrative reasons.

6.2. The placement committee may consider any officer for exemption from rotational transfer for up to 1 year beyond the prescribed station tenure if

the following conditions are satisfied –

- a. Maintaining continuity or developing expertise in a specialized telecom technical field is necessary.
- b. The officer has made on average at least one technical contribution per year for the last 3 years in International Telecom Union and any of this ongoing contribution needs completion, OR the officer has published technical papers in telecom in the last 3 years in peer reviewed International journals.

6.3. If an officer is transferred before completion of a minimum station tenure of 2 years or if an officer is retained after maximum station tenure as stipulated in para-4 above, the reasons for the same may be recorded.

## 7. General Principles

7.1. As far as possible and within administrative exigencies, the transfers and postings will be done in such a way that officers in general get a varied exposure to works of different units and an opportunity to serve in various units catered to by the cadre.

7.2. All efforts will be made to see that guidelines laid down by DoPT in the matter such as posting of husband and wife, SC/ST officers, differently-abled officers and officers who are caregivers of differently-abled dependents are followed.

7.3. Posting of officers on sensitive posts shall be as per instructions issued by DoT/CVC/DoPT as amended from time to time.

7.4. Officers seeking transfer/posting to specialized units TEC/NCCS shall justify their case in writing for meeting the objectives of these units.

7.5. 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.

7.6. 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 is issued with the approval of Hon'ble MoC .

(Manish Lodha)  
Dir(Staff-II)

Copy to:-

1. PS to Hon'ble MOC,
2. PS to Hon'ble MOSC

3. PPS to Secretary (T), DOT;
4. PPS to Member(S)/Member(T)/Member(F)/DG(Telecom)
5. Advisor(T)/ Advisor(O)/Advisor (F), DOT
6. Administrator, USOF/AS (T) DOT/All LSA heads/ DG NTIPRIT/Sr DDG
7. TEC/Sr. DDG (NCCS)
8. All DDGs, DoT (Hq)/CVO/JS(A)/JS (T);
9. CMD BSNL/MTNL;
10. All Officer's Associations.
11. All ITS/GCS Group 'A' and TES/GCS Group 'B' officers through DoT website.
12. Director (IT-2) with request to upload this OM on the website of DOT.
13. Guard file.



**Annexure-I****List of serious medical ailments for consideration in transfer/posting**

1. **Cancers:** All types of cancers leading to permanent disability of more than 40%. The term cancer includes Leukaemia, Lymphoma and Hodgkins Disease.
2. **Degenerative & Progressive Neurological disorders:**
  - a. Paralytic Stroke (Cerebro Vascular Accidents): CVA including Cerebral Haemorrhage, Cerebral Thrombosis and Cerebral embolism causing more than 40% Total Permanent Disability.
  - b. Motor Neuron Disease: Irreversibly progressive Motor Neuron Disease confirmed by a Neurologist. It should be duly supported by MRI, EMG and Nerve Conduction studies.
  - c. Parkinson's Disease: Slowly Progressive degenerative neurological disorder causing Tremors. Rigidity and disturbance of balance and must be confirmed by a Neurologist.
  - d. Cerebellar Ataxia and Neuropathies leading to more than 40% disability.
3. **Person living with HIV AIDS (PLHA):** A person diagnosed with HIV AIDS and undergoing treatment.
4. **Chronic Renal Failure:** Chronic Renal Failure with irreversible damage to both kidneys requiring RRT. Haemodialysis/ R.T and it must be well documented with relevant lab investigations and certified by Nephrologist.
5. **Chronic Respiratory Failure:** Chronic Respiratory Failure with irreversible damage to both lungs requiring demiceler oxygen or ventilator support.
6. **Heart Diseases leading to Chronic Heart Failure.**
7. **Thalassemia Major and other Blood Dyscrasia:** All Blood Dyscrasias including Thalassemia major requiring recurrent Blood Transfusions.
8. **Diabetes with complications:**
  - a. Chronic Renal Failure; (b) Permanent loss of vision; (c) Cellulitis requiring Amputation of limbs; (d) Cerebro Vascular Accidents; (e) Coronary Artery Disease;
9. Any other disease leading to more than 40% Physical or Permanent disability certified by the Medical Board with latest records/reports within past three months.
10. Any other disorder with Mental disability of 40% or more as certifies by the Medical Board & accompanied by UDID Card.
11. Acid attack victims.