



BHARATIYA PRATIRAKSHA MAZDOOR SANGH

(AN ALL INDIA FEDERATION OF DEFENCE WORKERS)

(AN INDUSTRIAL UNIT OF B.M.S.)

(RECOGNISED BY MINISTRY OF DEFENCE, GOVT. OF INDIA)

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REF: BPMS / MOD / Transfer Policy / 186 (8/1/R)

Dated: 30.05.2017

To,
The Secretary,
Govt of India, Min of Defence,
South Block, DHQ PO,
New Delhi – 110011

Subject: Framing of Transfer Policy in all cadres in MoD

Reference: DoP&T OM No. 11013/10/2013-Estt.A, Dated 02.07.2015

Respected Sir,

With due regards, your attention is invited to the DoP&T OM cited under reference whereby all the Ministries/Departments are requested to (i) prescribe Minimum Tenure, (ii) set up a mechanism akin to Civil Services Board for recommending transfer, and (iii) place in public domain the transfer policy. Copy of the OM is enclosed for ready reference.

Further, your attention is invited to **62nd Report of the Department-Related Parliamentary Standing Committee on Personnel, Public Grievances, Law and Justice on "Status of Women in Government Employment and in Public Sector Undertakings with regard to the Service Conditions, Protection and against exploitation, Incentives and other related Issues"**. Para 17.2 of the report reads as under:-

"17.2. While expressing concern about the welfare of single women who have been recruited in Government Jobs, Members of the Committee were of the view that when such women are given postings, it should be mandatorily ensured that they are placed at stations closest to their Hometown/place of their choice. The Committee, accordingly, desires that this pertinent factor should be kept in mind by the organizations/Departments while giving postings."

Therefore, you are requested to issue necessary directives to the Department of Defence, Department of Defence Production, Department of Reaserch & Development of Ministry of Defence to frame the transfer policy in all Cadres keeping in mind the recommendations of above committee in respect of Single Mothers/Single Women.

Thanking you.

Enclosed: As Mentioned

Sincerely yours

(MUKESH SINGH)

Secretary/BPMS &

Member, JCM-II Level Council (MOD)

No.11013/10/2013-Estt.A
Government of India
Ministry of Personnel, PG & Pensions
Department of Personnel & Training

North Block, New Delhi
Dated 2nd July, 2015

OFFICE MEMORANDUM

Subject: Framing a Transfer Policy in all cadres-regarding

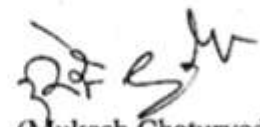
The undersigned is directed to refer to the OMs of even number dated 13th June, 2014, and 31st July, 2015 wherein all the Ministries/Departments were requested to (i) prescribe Minimum Tenure, (ii) set up a mechanism akin to Civil Services Board for recommending transfer, and (iii) place in public domain the transfer policy.

2. The Rotational Transfer Policy should aim to harmonise objectives of institutional memory, avoid development of vested interests, and provide exposure to the employees of working in different organisations, *inter alia* ensuring overall growth of an officer. The Transfer Policy should provide for both a minimum as well as maximum tenure. Any transfer before completing the minimum prescribed tenure or stay beyond the maximum tenure should be with the approval of the Committee constituted for the purpose, for reasons to be recorded in writing.

3. The draft Rotational Transfer Policy for the Central Secretariat Service is available on the website of Department of Personnel and Training at www.persmin.nic.in (Annexure). It lays down guidelines on tenures, postings on promotion, posting on return from leave/deputation, outstation postings, mutual transfers etc. Appropriate provisions on these aspects may be made in the Rotational Transfer Policy in each cadre that will best serve public interest.

4. In addition, instructions of Central Vigilance Commission in the Circular No. 03/09/13 (No.004/VGL/090/225553 dated 11.9.2013) reiterate that sensitive posts should be identified and staff working in these posts strictly rotated after every two/three years to avoid developing vested interests. The OMs of this Department also lay down guidelines on postings of spouse at the same station, and postings of disabled Government servants/ parents of disabled children.

4. The Ministries/Departments/Cadre Authorities may communicate action taken report on the following latest by 10.7.2015, (i) framing of Rotational Transfer Policy and putting up in public domain (ii) Identification of sensitive posts (iii) rotation of officers from sensitive posts in true spirit of the provision.


(Mukesh Chaturvedi)
Director

Secretaries of all Ministries/Departments

Salient Features of Draft RTP for CSS available at www.persmin.nic.in

- Aims to harmonize divergent objectives of institutional memory, avoid developing vested interests, exposure to different organizations and aspects of working for overall growth of an officer.
- Draft finalised after publishing on the website and inviting suggestions
- Prescribes fixed tenure in a Ministry/ Department for different grades
- Reduced tenure by one year for certain specified regulatory Ministries/ Departments
- Prescribes how posting will be made on promotion / rotational transfer
- Provides for grouping of Ministries/Departments viz. group A and B
- Group -A generally regulatory Ministries. Group B generally economic and infrastructure Ministries.
- Transfer from A to B or from B to A. However, transfer from A to A, i.e., regulatory to regulatory is also allowed in some cases.

On promotion

- Posted out if served in the same Ministry/ Department for a period exceeding the prescribed tenure for the promotion post.
- Retained in the same Ministry/Department if within two years of superannuation if a vacancy exists
- Retained on personal upgradation if within six months of superannuation.

Rotational Transfer

- Posted^{ins} out on completion of the prescribed tenure however officers within two years of superannuation and officers likely to be promoted within one year are not rotated.
- Officers working in PMO, Cabinet Secretariat, O/o Solicitor General & Attorney General, Addl. Solicitor General are exempted. They are to be transferred only after consulting these offices, keeping in view the willingness of the officer concerned.
- Surrender of officers on any ground not to be allowed. In case of surrender no substitute to be provided for a year.
- On return from deputation, long leave/ long term training, posted back to the same Ministry/ Department if at least one year tenure is available in the Ministry/ Department subject to availability of a vacancy for the remaining tenure.
- Leave/ training exceeding six months treated as long term.
- Posting in a Ministry/ Department permissible where he earlier served subject to the condition that there is a gap of period which is equal to tenure prescribed for the post.

Preference for posting

- On the basis of seniority cum preferences
- List of officers and available vacancies to be published on website in advance

- Three preferences for posting
- Posting on promotion/transfer to be recommended by a Placement Committee and its recommendations approved by the Competent Authority.

Outstation postings

- SO and Assistant level: Ministry/ Department concerned will fill up the post from its officers by circulation of the vacancy. In case of non-availability DoPT will circulate the post and select from the applicants. Seven year tenure in outstation postings.

US and above level posts

- DoPT will circulate invite applications. Selection for outstation posting posting profile of the officer/ his family circumstances requiring posting to the particular station etc. Five year tenure in outstation posting.
- **Mutual Transfer** Request for mutual transfer of officers on completion of half of the tenure to be considered subject to conditions.
- **Request Transfer** SO/ Assistants on completion of five year tenure in a Ministry/ Department may request for transfer. Such transfers restricted to Group A Ministries / Departments and on transfer fresh tenure will start.
- Substitute to be posted if leave vacancy exceeding six months
- Posting of differently abled officers considered on case-to-case basis.
- Cut-off date for calculating the period of residency is 1st July of the year.
- Rotation under RTP undertaken once in a year grade wise and phase wise. A time schedule has been prescribe as to the time in a year when rotation shall be carried out in a particular grade.
- Promotion/ transfer orders to be issued on the last working day of the week and the officer concerned stands relieved immediately and to join the allocated Ministry/ Department on the first working day of the next week.
- Relaxation to the policy only on recommendations of a Committee of senior officers and approved by MoS (PP). Speaking order to be issued for transparency.

Hindi version of this publication is also available

C.S.(P&L)-123

**PARLIAMENT OF INDIA
RAJYA SABHA**

**DEPARTMENT-RELATED PARLIAMENTARY STANDING COMMITTEE
ON PERSONNEL, PUBLIC GRIEVANCES, LAW AND JUSTICE**

SIXTY SECOND REPORT

**Status of Women in Government Employment and
in Public Sector Undertakings with regard to the
Service Conditions, Protection against exploitation,
Incentives and other related Issues**

*(Presented to the Rajya Sabha on 30th August, 2013)
(Laid on the Table of Lok Sabha on 30th August, 2013)*

MUKESH SINGH
Secretary BPMS
087650 70982



**Rajya Sabha Secretariat, New Delhi
August, 2013/Bhadrapada, 1935 (Saka)**

Transport Facility

13.0 The Committee could understand from its interactions with the organisations that in case of early morning and late night shifts attended by female employees, necessary transport facility was arranged for them and that adequate security arrangements are also made. **The Committee impresses upon the organisations to ensure the proper transport facilities to its employees particularly the women, while commuting to and from place of work beyond office hours. The important aspect of their security may invariably be ensured to enable women employees to reach their place of residence safely.**

Separate rest rooms

14.0 The Committee could gather that in most of the organisations, separate rest rooms were provided for women employees. However, some of the organisations did not have such a provision. **The Committee emphasizes upon the need for separate rest rooms for women employees and also desires that proper recreational facilities etc. should be made available to them.**

Medical Check up

15.0 The Committee noted that in almost all the organisations, adequate facilities had been provided for medical check up and for conducting diagnostic/screening tests/procedures. The Committee also noted that Bank of Baroda engaged a professional Counselor under "Paramarsh" at five centres viz. Mumbai, Delhi, Chennai, Ahmedabad and Pune for counseling of employees, including women employees and their family members to overcome psychological problems.

15.1 The Committee wishes that such facilities have to be of desired level and also feels the need for the Health Surveillance programmes, seminars, lectures, camps etc. to be organised by the organisations to create awareness about health issues, women health, immunization etc.

Higher Education and Training

16.0 The Committee could gather that majority of the organisations encouraged the women employees to go in for higher education. The Committee noted that in one of the organisations (HPCL), various e-learning programs with online certification courses and a knowledge kiosk for Nuggets on various functional topics were launched by the Corporation.

16.1 The Committee feels that the incentives extended by the organisations such as cash incentive, increment, promotion to next higher grade, educational loan for financing the course, reimbursement of course fees, concession in educational loan etc., on successful completion of the course would go a long way in helping the women to enhance their capabilities. The Committee also agrees that the organisations should grant study leave for pursuing higher education.

16.2 Taking it forward, the Committee recommends that women employees should be sent for more and more training programmes inland and abroad by the organisations. The Committee hopes that such programmes would contribute to skill development and capacity building of the employees and also contribute to organisational growth.

Single mothers/single women

17.0 The Committee could infer from the discussions it held with the representatives of the organisations that there is lack of empathy and a suitable policy for accommodating the needs of the women employees who are single mothers/single women. The Committee noted that though some

organisations apprised the Committee that preferential treatment was given to them, such as desired posting etc. The response of the organisations was not however encouraging.

17.1 The Committee strongly feels that more supportive measures are needed for women workers specially, the single mothers and, therefore, it recommends that this issue should be given adequate attention and a proper policy should be framed in this regard.

17.2 While expressing concern about the welfare of single women who have been recruited in Government jobs, Members of the Committee were of the view that when such women are given postings, it should be mandatorily ensured that they are placed at stations closest to their hometown/ place of their choice. **The Committee, accordingly, desires that this pertinent factor should be kept in mind by the organisations/Departments while giving postings.**

Same station posting to couples

18.0 The Committee, while interacting with the representatives of various organisations, could gather that many of the organisations have adopted the policy of ensuring posting of husband and wife at same station to the extent possible.

18.1 As per the information furnished by DoPT, Government has issued instructions to its offices to ensure that posting of husband and wife are at same station so as to ensure leading of a normal family life and ensuring education and welfare of children. Also, in case of a woman officer, whose husband is posted under the Government of India, the cooling off period may be waived upto six months so as to ensure that she gets posting at the same station where her husband is posted.

18.2 The Committee could gather from the reply furnished by DoPT that instructions on posting of women at the place of employment of husband were reviewed and modified instructions issued on 30.09.2009 making it mandatory when both spouses are in the same service or Department and posts are available. **However, the Committee understands that such instruction is not invariably adhered to and, therefore, desires that the Ministry may explore the feasibility of lending statutory support to the same.**

18.3 The Members of the Committee expressed their concern about non-compliance of the above stated instructions particularly, in cases where either of the spouses is a Central Government employee and the other is a State Government employee. **In this regard, the Committee desires that the organisation/Department should, to the extent possible, as a welfare measure, ensure that the couple is posted at the same station.**

Framing of Recruitment rules

19.0 The Committee, while discussing the vacancies existing in various Centrally Sponsored Schemes, affirmed the need for a greater role to be played by the Central Government, in the form of issuing guidelines to the State Governments for framing Recruitment rules. **The Committee desires that this aspect may be looked into and appropriate action may be taken in this regard.**

Reservation for women in Jobs

20.0 In the background note furnished by the Ministry, it has been stated that apart from the reservation permissible under Article 16(4) in favour of backward classes of citizens, no reservations are permissible except on the grounds of reasonable classification based on the criteria of efficient functioning and proper discharge of the duties of Government service.

20.1 The Committee appreciated the 100 days programme, aimed at making concerted efforts to increase the representation of women in Central Government jobs. The Committee also appreciated the