

Annexure

GENERAL GUIDELINES FOR INTRA OFFICE TRANSFERS AND POSTINGS OF GROUP 'B' AND 'C' STAFF

Any permanent movement of staff from one group to another (intra office) would be covered by these guidelines. All such cases of permanent transfers and postings would be done on the basis of recommendations by the Boards concerned, which have been notified. The deployment of staff within the group will continue to be decided by the Group Officer concerned, as long as it does not involve any change in Station.

The general guidelines for recommending intra office transfers and postings of Group 'B' and 'C' staff, subject to administrative exigencies are as follows.

1. The Boards will consider the cases as per relevant provisions in MSO (Admn.) on rotation of personnel and applicable instructions issued by HQ/GOI, etc. from time to time.
2. The factors such as nature and requirement of the post, qualifications of the individual including special qualifications such as CISA, CA, ICWA, Legal and RA, Past performance, History of service etc. would, inter-alia, be taken into consideration while deciding transfers and postings.
3. Group B & C staff shall not ordinarily be transferred from a particular posting before the end of normal tenure, which would be a minimum period of two years.
4. It is desirable that the transfers are done at pre-fixed intervals. The periodicity for convening the meeting would be decided by the respective Boards.
5. Normally, as per existing policies, employees have to work in any position as decided by the Administration and postings and transfers cannot be claimed as a matter of right. However, requests from individuals for transfer on personal, health and any other grounds, either prematurely or otherwise, would be considered by the specified Boards.
6. In case postings are done on emergency basis due to work exigencies, they would be considered by the respective Boards during its next meeting for post-facto confirmation.
7. All transfers and postings would be subject to administrative needs and work exigencies.


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