

**No. 2-13/2010-PACE-Tfr. Policy/4016 to 4130**

**Government of India  
Ministry of Communications & IT  
Department of Posts, PA Wing  
Dak Bhawan, New Delhi – 110001**

**Dated: 31.12.2013**

**OFFICE MEMORANDUM**

**Subject: Guidelines for posting and transfer of the officers of IP& TAFS Group 'B'.**

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The policy for effecting transfers and posting of IP&TAFS Group 'B' officers are being formulated in conformity with the DOP&T instructions, implementation of Supreme Court's Judgment dated 31.10.2013 in WP (Civil) No. 82/2011 in matter of Sh. T.S.R. Subramaniam & others Vs Union of India & others on the subject and keeping in view the special needs of service. These orders will be applicable to the IP&T AFS Gr. 'B' officers posted in Department of Posts and Department of Telecommunications. The following orders are issued with immediate effect and will be in effect until further orders, in supersession of all the previous instructions on the subject.

2.As per instructions of DoPT vide their letter No.20-16/2013-STG-II dated 26.12.2013 all transfer /postings will henceforth be considered by a committee. The committee would be a recommendatory body and the final decision will rest with the approving authority.

3. The following board will operate for deciding the transfer/postings of IP&TAFS Group 'B' officers with immediate effect.

The following will be the constitution of the board:

**Central Subordinate Services Board (CSSB)**

<b>Chairperson</b>	<b>Director (B&amp;A), DoP</b>
<b>Member</b>	<b>ADG (SEA-II), DoT</b>
<b>Member &amp; Convener</b>	<b>ADG (PA Admin), DoP</b>

The approving authority in this case will be DDG (PAF), DoP.

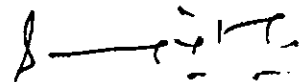
- i. All IP&T AFS Group 'B' officers are liable to be posted anywhere in India under the statutory rules applicable to them.
- ii. The above Board will normally meet once every year in February. However depending on any midterm requirement owing to promotions, resignations, voluntary retirement etc. subsequent meetings could also be convened.
- iii. The likely vacancy position arising out of retirement, promotion, rotation etc will be drawn out and circulated to all the eligible officers latest by 15<sup>th</sup> December every year. Options for choice of stations in the prescribed proforma will be required to be filled by the officers and submitted not later than 15<sup>th</sup> January of each year.
- iv. 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.

- v. 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 complied with due to administrative exigencies or non fulfilment of any conditions brought out in the transfer policy.
- vi. The approving authority can issue transfer/posting orders directly on a case to case basis under emergent conditions where the meeting of CSSB cannot be convened on a short notice or for reasons to be recorded in writing. This will however be undertaken only under exceptional circumstances and not as a norm.
- vii. A draft panel will be drawn up by the convener of the respective boards indicating the vacancy details, options submitted by the officers, stay particulars and minimum conditions which are required to be fulfilled as per the transfer policy.
- viii. The decision of the Board will be recommendatory and final decision will rest with the approving authority.
- ix. 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.
- x. Representations if any, will be addressed to the approving authority only. Any representations in respect of the posting orders are to be submitted within 15 days of issue of such orders failing which the same will not be considered. The representations will be considered by the approving authority on case to case basis and disposed off within 15 working days.
- xi. On promotion to AAO cadre and from AAO to AO cadre the candidates would be posted out of circle. The officers retiring within two years would be adjusted in their parent circles as per their general seniority subject to the extent of availability of vacancies; save administrative exigencies.
- xii. Normally, for all IP&T AFS Group 'B' Officers, there will be post tenure of 3 years and a station tenure of 6 years. The post/station tenure of the officers posted in DOT HQ/DOP HQ will be 3 and 9 years respectively.
- xiii. On completion of post tenure the officers would be considered for transfer in other wings (viz.) DOP to DOT and vice versa.
- xiv. On completion of station tenure the transfer would be made out of station/circle.
- xv. The department will strive to make rotational transfers, as far as possible, between January to March of each year.
- xvi. The officers completing the prescribed tenure up to 30<sup>th</sup> September of that year would be considered for transfer. Tenure in Hard tenure Stations i.e. North East, Assam, Andaman and Nicobar and Jammu & Kashmir will be as per standing orders of Government of India as amended from time to time.
- xvii. The tenure in the present place of posting will commence from the date of joining including deputation on the same grade(s) and for counting the station tenure the period of service rendered in the previous grade(s) would also be considered. The period of Leave, training etc. Continuously in excess of 15 days would be excluded for computing the station tenure. It would be endeavour to ensure that in a career span, all officers get a chance to serve normally one hard tenure, tenure in DOP and DOT Headquarters.
- xviii. Request for transfers in deserving cases may be considered before completion of the prescribed tenure. In such cases no TA/TP would be allowed in cases transfers take place before completion of two years.
- xix. For intra Circle transfer (within the PAO jurisdiction) amongst the officers of the longest stay at a station/post either in DOT or in DOP in the station would be considered.
- xx. The office is generally not in favour of permitting candidates to refuse promotion as it results in delays in filling up of vacancies. Such request will be accepted in exceptional

cases where the officer is able to convince the administration that the request is not simply to evade outstation posting. The debarred employee will not be allowed to go on deputation during debarment and will be posted outstation on the end of the debarment period as this cannot be used to escape All India Transfer Liability.

- xxi. This policy will have no effect on the concessions/ privileges extended by the Government of India on posting in remote locality or NE Region.
- xxii. All efforts would be made to follow the DOPT guidelines on the merit of each case on:
- Posting of husband and wife;
  - Posting of physically handicapped officers;
  - Posting of officers who have mentally retarded children; at the same station.
- xxiii. 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 1964. 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'.
- xxiv. Posting of the officers at North East, Assam, Andaman & Nicobar and Jammu & Kashmir will be treated as posting at hard tenure station. After completion of one hard tenure, the officer shall be accommodated at the choice station as far as possible; save administrative exigencies,
- xxv. 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 (e.g. request of other officers for posting to that station/office or a need to fill other critical vacancies at unpopular station/office/deficient circles or a need for special expertise or mandated rotation of the officer to postal/telecom/headquarters/field etc.
- xxvi. While effecting transfers, a person with the longest continuous stay at the station shall ordinarily be transferred first.

This has the approval of the competent authority.



(Sanjay Kumar)  
Director(B&A)

To

1. All Chief Postmasters General/Postmasters General
2. All Principal CsCA/CsCA/Jt. CsCA
3. All GM (PAF) /DG, NICE, Ghaziabad
4. All Directors of Accounts (Postal)

Copy for information to:

1. PS to Secretary, DoT/PS to Secretary, DoP /PS to Member (F)
2. PS to Advisor (F), DoT, PS to JS&FA, DOP
3. All Sr. DsDG/ DsDG on Finance side/Director(SEA), DOT
4. DDG(Fin), GMF(BD), Director (IA),(T&C),(A/cs),(staff), DoP
5. ADG(SEA)
6. Guard file
7. PTC, Mysore : with a request to publish the order on the website of DOP.
8. Director (IT) with a request to publish the order on the website of DoT.