

No. 2-13/2010-PACE/Tfr. Policy/1263 to 1375

Government of India
Ministry of Communications & IT
Department of Posts, PA Wing
Dak Bhawan, New Delhi - 110 001

Dated: 27.06.2011

To

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

OFFICE MEMORANDUM

Subject: Policy and guiding principles for posting and transfer of the officers of IP&T AFS Group 'B'.

The policy for effecting transfers and posting of Group 'B' officers of IP&T AFS has been formulated in conformity with the DOP&T instructions on the subject keeping in view the special needs of service and will have uniform application for the IP&T AFS Gr. 'B' officers posted in Department of Posts and Department of Telecommunications. Consequent upon amalgamation of the IP&T AFS Gr. 'B' cadre, it becomes necessary to make all officials understand the All-India Transfer Liability. All Group 'B' officers of IP&T AFS Gr. 'B' cadre are liable to be posted anywhere in India under the statutory rules applicable to them. 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.

1. 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.
2. Normally, for all IP&T AFS Group "B" Officers, there will be a 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.
3. On completion of post tenure the officers would be considered for transfer in other wings (viz.) DOP to DOT and vice versa.
4. On completion of station tenure the transfer would be made out of station/circle.
5. The department will strive to make rotational transfers, as far as possible, in between January to March of each year.
6. The officers completing the prescribed tenure up to 30th 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.

7. 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 at DOT Headquarters.

8. 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 case transfers take place before completion of two years.

9. 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.

10. 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.

11. This policy will have no effect on the concessions/ privileges extended by the Government of India on posting in remote locality or NE Region.

12. All efforts would be made to follow the DOPT guidelines on the merit of each case on:

- i) Posting of husband and wife;
- ii) Posting of physically handicapped officers;
- iii) Posting of officers who have mentally retarded children;
at the same station.

13. 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'.

GENERAL PRINCIPLES:-

a) 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.

b) 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 other than mere completion of normal tenure justify his/her transfer from that station (e.g. requests 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.)

c) While effecting transfers, a person with the longest continuous stay at the station shall ordinarily be transferred first.

- d) **Request transfers will be considered only after completion of a minimum of 2 years at a station.**
- e) Whenever an officer requests for transfer, clear justification must be recorded for accepting the request of the individual officer. Any transfer due to personal reasons within two years will be at the cost of the officers.
- f) Notwithstanding the above guidelines, the competent authority will have the powers to transfer/posting of officers in the interest of service as and when required.
- g) These rules will not apply where services of any particular employee is needed at DOP (HQ), DOT (HQ) and NICF, Ghaziabad.

This has the approval of the Member (Finance).

Manish Sinha
(MANISH SINHA)
DDG (PAF)

Copy for information to:

1. PS to Secretary, DOP/PS to Secretary, DOT/ PS to Member (F)
2. PSO to Advisor (F)
3. JS & FA, Department of Posts
4. All DsDG in DOP/DOT/ Director PSCI, Ghaziabad
5. Director (SEA), DOT
6. Director (B&A)/(Accounts)/(IA)/(FA)/(T&C)/(PMU)/(PLI), DOP
7. ADG (SEA)/ Under Secretary (SEA), DOT
8. General Secretary, All India Postal Officers (Accounts) Association.