

New Delhi dated 22.02.2013

OFFICE MEMORANDUM

Sub : Policy of inter-region and intra-region transfer/posting of Gr. B and C.

As per approval of the competent authority, the following para titled – ‘**inter region and intra-region transfer/posting of group B and C**’ stands substituted in place of para 3.1 and 3.2 of existing transfer/placement policy (dt 03.02.2012, continued for 2013-14 also) ---

3.1 **No inter region transfer of Group B and C without willingness** Group B or C employee shall *not be transferred generally outside the region, unless they are promoted (or directly recruited) to a cadre/post, where All India Seniority List is maintained. In that case, the transfer will be governed by policy applicable to the new post.*

3.2 **Intra region rotational transfer of Group B and C** *Where there are more than one office at a station, RDs are required to regularly rotate Group B and C employees who have completed continuous five years in a single office, to other offices in the same station. Where there is only one office at a station, such inter-station rotational transfers may take place on regular promotion or on direct recruitment to a higher post.*

3.3 **Inter region transfer of Group B and C** *Any Group B or C employee can be transferred by the Ministry, on inter region basis, subject to following conditions ---*

- (a) *the employee is willing for inter region transfer;*
- (b) *his/her application is forwarded by concerned RD;*
- (c) *the transfer is both ways, that is upon his transfer from one office to another, another employee is also simultaneously posted in the post/office vacated by him/her either by transfer from existing staff or from direct recruitment;*
- (d) *the transfer is as per sanctioned strength of both the affected offices;*
- (e) *the employee seeking such inter region transfer has completed 3 years on the day of transfer;*
- (f) *if the transferred employee is holding a post for which regional seniority list is maintained then on his/her transfer to new region, he/she will be placed at the bottom of the regional list.*

2. All regional directors are instructed to follow the above policy, on uniform basis, for transfer/placement of Group B and C employees, within their region.

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22/2/13
(RK Pandey)

Under Secretary to the Government of India
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To

1. All Regional Directors, SO, Ad.II, other controlling officers
2. EG Cell for placing in Employees Corner (Transfer Posting).