

No.3-03/2007-SEA-I

Government of India

Ministry of Communications & IT  
Department of Telecommunications  
Sanchar Bhavan, 20, Ashoka Road,  
New Delhi-110001

Dated:10<sup>th</sup> March, 2010

OFFICE MEMORANDUM

Subject: Guiding principles for transfer and posting of the officers of IP&T AFS Group 'A'.

The guiding principles for effecting transfers and postings of Group 'A' Officers of IP&T AFS have been formulated in conformity with the DOP&T instructions on the subject and keeping in view the special needs of the service. The following orders are issued with immediate effect and until further orders in supersession of all the previous instructions on the subject.

2. The post and station tenure will be as under:

Sl.No.	Name of the station	Station tenure	Post tenure
1.	North East	2 years	2 years
2.	Assam	2 years	2 years
3.	Andaman and Nicobar	2 years	2 years
4.	Jammu & Kashmir	2 years	2 years
5.	Delhi and NCR	9 years	3 years
6.	All other stations	6 years	3 years

Note: For Officers with service of 10 years or less station and post tenure for stations at Sl. Nos. 1 to 3 will be 3 years at a time.

- a) For counting the station tenure, the period of service rendered in the previous grade/grades would also be considered. For hard tenure(stations at 1 to 4 of the above table), periods of leave, training etc. in excess of 15 days per year would be excluded and the actual time the officer has served in the station only will be taken into account for counting the station/tenure.
- b) As far as possible, and within administrative exigencies, transfers and postings will be done in such a way that each officer has an equal opportunity to serve in all types of offices catered to by the cadre.

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- c) After completing the prescribed station/post tenure and subsequent transfer to new station, the officer will be eligible for posting at the previous place only after completing the station/post tenure at the new place of posting.
  - d) It would be the 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.
3. a) Officers upto the level of STS will be placed at the disposal of DDG(PAF), Department of Posts for further placement in DOP within the delegated powers.
  - b) Before effecting transfers and postings of SAG & JAG officers to and from DOP, DDG(PAF) & JS(F&A), Department of Posts will be taken into confidence.

#### 4. GENERAL PRINCIPLES:

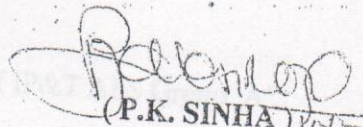
- a) Six months before expiry of the normal tenure of posting at a station, the officers may indicate their choice of minimum three stations where they would like to be preferably posted.
- b) After completion of one hard tenure, the officer shall be accommodated at the choice station as far as possible.
- c) 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 stations/office/deficient circles or a need for special expertise or mandated rotation of the officer to postal/telecom/headquarters/field etc.).
- d) While effecting transfers, a person with the longest continuous stay at the station shall ordinarily be transferred first.
- e) In the matter of posting; officials who have not already been posted at a particular station and have expressed willingness for that station shall have precedence over others who have already had a full tenure at that station.
- f) Request transfers will be considered only after completion of a minimum of two years at a station.
- g) 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 officer.
- h) Transfers will, as far as possible be synchronized with the end of the academic year viz. 31<sup>st</sup> March.
- i) All efforts will be made to see that guidelines laid down by DOP&T regarding posting of husband and wife at one place, are followed. Similarly, DOP&T guidelines in respect of physically handicapped officers and officers having physically handicapped children shall also be duly observed.

*Ravinder*



- j) Officers, who are within two years of reaching the age of superannuation, will if already posted at their station of choice, normally not be shifted.
- k) Officers against whom disciplinary proceedings are pending for major penalty may not be posted against sensitive posts.
- l) Notwithstanding the above guidelines, the competent authority will have the powers to transfer officers in the interest of service as and when required.
- m) 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. 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".

This has the approval of the competent authority.

  
(P.K. SINHA) 10/3  
DDG(FEB)

To

1. All Principal CsCA/CsCA/Jt. CsCA
2. JS & FA, Department of Posts
3. DDG(PAF), Department of Posts

Copy for information to:

1. PS to Secretary, DOT/PS to Secretary, DOP/PS to Member(F)
2. PSO to Advisor(F)
3. All Sr. DsDG/DsDG of Finance side/Director(SEA)
4. ADG(SEA)
5. Guard file