

File No. A-50011/25/2023-Admn. | 251 to 261  
Government of India  
Ministry of Textiles  
Office of Development Commissioner (Handicrafts)

Craft Complex, Plot No 8,  
Nelson Mandela Marg, Vasant Kunj,  
New Delhi- 110070  
Dated: 22.01.2026

**CIRCULAR**

As per transfer policy, the maximum tenure in respect of Deputy Directors, Assistant Directors, HPOs and CTOs at a respective station is 5 years. Whereas, in respect of Sr. Assistant Director the maximum/minimum tenure at HQ/RO is 5/3 years and at HSC, the maximum tenure is 5 years.

2. All the officers/officials in the above grades/posts who have completed maximum/minimum tenure at the respective place of posting as on 31.12.2025, may submit three preferences within 1 week at email ID: [director.dch@handicrafts.gov.in](mailto:director.dch@handicrafts.gov.in) from the date of issuance of this circular, for their consideration for rotational transfer through their controlling officer with their specific remarks/recommendations.

This issues with the approval of Competent Authority.

etc

Ajay 22.01.2026

(Ajay Kumar Singh)  
Assistant Director (Admin-I & II)

To,

1. The Regional Director (H), NRO – New Delhi, CRO - Lucknow, ERO - Kolkata, NERO - Guwahati, SRO – Chennai and WRO – Mumbai.
2. All Sectional Heads of the HQ Office, Office of DC (H), New Delhi.
3. The AD (ICC), Office of DC (H), New Delhi.

Copy to,

1. The AD (IT), O/o DC(Handicrafts), HQ Office, New Delhi with a request to upload the same on the website.
2. PA to DC(H), O/o DC(Handicrafts), Crafts Complex, Vasant Kunj, New Delhi.
3. PA to Director, O/o DC(Handicrafts), Crafts Complex, Vasant Kunj, New Delhi.
4. PPS to JDC, O/o DC(Handicrafts), Crafts Complex, Vasant Kunj, New Delhi.

22/1/26 22/1/26