

No.A-50011/25/2023-Admn. / 1450
Government of India
Ministry of Textiles
Office of the Development Commissioner (Handicrafts)

West Block 7, R.K. Puram
New Delhi-110 066.
Dated: 21.05.2024

OFFICE MEMORANDUM

In supersession of all previous orders, the undersigned is directed to convey that Competent Authority has approved the Transfer Policy in respect of the Officers/Officials of the internal cadre of the Office of Development Commissioner (Handicrafts), Ministry of Textiles, Government of India. The aforesaid policy shall come into force with immediate effect.

This issues with the approval of Competent Authority.

Encl: As above.


(Astha Agarwal)
Assistant Director (Admn.)

To:

1. All Regional Directors/Deputy Director –Incharge, Regional Offices, Lucknow/Mumbai/Guwahati/New Delhi/Kolkata/Chennai for further necessary action.
- ✓ 2. All Sectional Heads of Hqrs. Office, O/o DC (Handicrafts), New Delhi.
3. The AD(IT), Hqrs Office, New Delhi with a direction to upload the policy on the website of Office of DC(Handicrafts).

Copy for information to:

1. PA to DC(HC), O/o DC(HC), New Delhi.
2. PA to Sr. Director/PA to Jt.Director/PPS to JDC, O/o DC(HC), New Delhi.
3. Guard file.


(Astha Agarwal)
Assistant Director (Admn.)

Transfer Policy

A transfer policy for internal cadre of Office of the Development Commissioner (Handicrafts) has been formulated considering all relevant guidelines issued by Government of India from time to time. The salient features of the Comprehensive Transfer Policy are given in the succeeding paragraphs:

1. **Objective:**

Objective of the policy is to utilize the services of the Group A, B and C Officers/Officials of O/o DC(HC) in an optimum manner by way of posting and transfers of the employees in a fair and transparent manner so as to protect interest of the organisation and maximise job satisfaction amongst employees.

2. **Scope/Applicability:**

The policy shall be applicable to the Group A, B and C Officers/Officials of O/o DC(HC) and shall come into effect from the date of issue of this policy prospectively.

3. **Basic Principles:**

- a. All employees are liable to be transferred anywhere in India at any point of time and transfer to a desired location can't be claimed as a matter of right.
- b. No employee 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 matters pertaining to his service under the Government as per Rule 20 of CCS(Conduct) Rules, 1964. If such an influence regarding transfer from whichever source espousing the case of employee is received. It shall be presumed that the same has been brought in by the employee. The request of such an employee shall not be considered. Administrative action may also be initiated against such an employee under relevant conduct rule.

4. **Definitions:**

- a. **Family:** Wife, Children including legally adopted children, step children and children taken as wards and dependent Parents (who need care either financially or otherwise). This also includes the family as defined vide Min. of Health and FW OM No. S-14025/29/89-MS dated 05-06-1990 and OM No 4-24/96-C&P-CGHS(P) dated 31.05.2007 or other extant guidelines.
- b. **Station:** It means any place where office of the Development Commissioner (Handicrafts) i.e. HQ's Office/ Regional Offices/ Field Offices are located.
- c. **Home Station:** A station, nearest to his/her declared Home Town as mentioned in the service book or;
a station in the state of his/her hometown or;
a station in the nearest state of his/her home state, where any station of O/o DC(H) is located.

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- d. **Service Tenure:** A continuous stay on a station for a specific period as defined for different categories of employees. Details may be seen at para-14.
- e. **Service:** Means the period for which a person has been holding charge of a post on regular/ad-hoc basis in the O/o DC(H).
- f. **Choice Station:** The place where an employee desires to be posted, not necessarily the home station.
- g. **Employee spouse:** This means spouse who is a paid employee in any Govt. /Public organization and not a self-employed spouse.

5. Competent Authorities for transfer:

- i. All transfers/postings of officers/staff shall be done by the Development Commissioner based on the recommendations of transfer and placement committee against the proposal received through proper channel.
- ii. Development Commissioner(H) can also for reasons to be recorded in writing, order Suo Moto transfers after recommendations of Transfer and Placement Committee (TPC).
- iii. Regional Director is also competent to transfer official of Group 'C' i.e. MTS & LDC etc cadre posted in his area of jurisdiction to any office of his jurisdiction i.e. HSCs pertain to his jurisdiction.

6. Transfer and Placement Committee for Group 'A', Group 'B' and Group 'C' Officers/Officials: The composition of Transfer and Place Committee (TPC) will be as follows :

- i. Deputy Secretary / Director Level officer of O/o DC(HC).
- ii. Deputy Secretary / Director Level.
- iii. Deputy Director (Admn.)/Sr. Assistant Director(Admn.)/Assistant Director (Admn.).

7. Grounds for Transfers:

- i. On functional requirement of the organization.
- ii. On completing the Service tenure as given in para-14.
- iii. On administrative exigencies e.g. disciplinary action under Rule 14 of the CCS (CC&A) rules 1965, Ongoing Vigilance proceedings against any officer/staff, wherein his posting at same station will be detrimental to the ongoing proceedings till the closure of Vigilance case.
- iv. Notwithstanding anything contained in this policy, Govt. may, if considered necessary in public interest can transfer or post any officer/staff at any station or post after recording reasons in writing.

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- v. Every effort will be made to post the husband and wife at the same station as detailed in DOP&T's OM dated 30th September, 2009 and 24th November 2022 or any other extant instructions issued from time to time.
 - vi. Physically challenged employee will be considered for transfer as defined in Para 8 of DoPT's O.M No. 36035/3/2004/Estt. (RES) dated 29-12-2005 on the subject 'Reservation for the persons with Disabilities.
 - vii. Own request transfers will be considered on case to case basis by Transfer and Placement Committee against the applications/proposal received through proper channel.
 - viii. Request for mutual transfer of officers may also be considered by Transfer and Placement Committee (TPC) against the applications/proposal received through proper channel. Mutual transfer will be treated as transfer on their own request.
8. **Norms/criteria for transfers/postings:** Except for the exigencies transfers would be undertaken normally once in a year or on the basis of administrative need/requirement of organisation. Any request of transfer covered under transfer categories in para- 7 should be submitted through proper -channel to the controlling Regional Director by end of 3rd quarter i.e. 31st December which should be forwarded to HQ by RDs/DD(I/c) by 31st January with their comments.
9. **Preference for posting:** The Transfer and Placement Committee(TPC) will recommend posting of officers either on promotion or under rotational transfer keeping in view relevant factors viz. vacancies, seniority, preference for posting, past experience, specialized training done, service tenure at single station etc.
10. Every employee must serve in at least three regions of office of DC(HC) in complete service tenure except HQ and maximum 10 years tenure is allowed in one station.
11. Newly recruited Group B Officials selected for particular region from SSC, primarily they have to serve in the particular region for which they have been selected and nobody should be directly posted to HQ or Regional Office in the normal case of first posting.
12. In case, if vigilance angle is perceived in any case, or is subjected to a verifiable complaint, abuse of authority, misconduct or indulges in any other act of unbecoming of a government servant then official is liable to be transferred in administrative ground.
13. Mere existence of a vacancy in a station does not entitle anyone to be posted to that station, or an official serving outside that station to be posted to that choice of station. Filling up any vacancy in any station will be the sole prerogative of the cadre controlling authority.

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14. **Rotational transfers:** Normally on rotational transfer the tenure of the officials is under,

Sl. No.	Officers/Officials of Office of DC(HC)	Tenure in HQ's	Tenure in RO	Tenure in HSC's
1.	Regional Director	Not Applicable	Minimum 3 years + extendable up-to further 2 years	Not Applicable
2.	Deputy Director	Maximum 5 years	Maximum 5 years	Not Applicable
3.	Sr. Assistant Director	Maximum 5 years, Minimum 3 years	Maximum 5 years, Minimum 3 years	Maximum 5 years
4.	Assistant Director	Maximum 5 years	Maximum 5 years	Maximum 5 years
5.	HPO/CTO/Group 'B' Non-Gazetted.	Maximum 5 years	Maximum 5 years	Maximum 5 years
6.	Group C	Maximum 8 years	Maximum 8 years	Maximum 8 years

Note : The service tenure in Regional Office and HSC's at same station shall be considered/counted as one tenure .

15. All **posting orders** will indicate a schedule for relieving the officials subject to a maximum of 30 days within which the officer is to be relieved. The relieving order has to be mandatorily carried out prior to the last date indicated in the order. On expiry of the 30 days period, the officials shall be deemed to have been relieved, Pay and allowances shall not be drawn beyond the 30 days period.
16. **Representations**, if any, should be routed through proper channel only. Representations need to be suitably documented and justifications provided. (Self-attested copies of documents in support of what has been stated therein the representations).
17. Request for transfers in deserving cases may be considered before completion of the prescribed tenure. Such transfers shall be considered as transfer at his/her own request.
18. All the transfer requests should be maintained in the Register prepared by HQ's Office, New Delhi.
19. Completion of tenure of posting at a place by an employee does not bestow him/her any right to transfer him/her at the place of his/her choice. The requests for transfer to a place of choice shall be considered on satisfying about the

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genuineness of pressing reasons, e.g. medical treatment, illness, etc subject to, however, availability of vacancy and administrative exigencies/convenience.

20. (a) Posting of physically Handicapped (PH) officers (c) posting of officers who suffer from Cancer, Renal Failure, Thalassemia, Parkinson's disease, Motor-neuron disease and any other ailment that affects the mental ability by more than 50% or any other **life threatening diseases** in respect of self, spouse and dependent children shall be given due consideration for posting in their existing serving station to the extent administratively feasible subject to availability of vacancies. However, if any of these officers feel that any posting offered to them causes hardship, then, they can seek debarment and the same shall be accepted.
21. A government servant who is also a care giver of disabled child may be exempted from the routine exercise of transfer/rotational transfer subject to administrative constraints as per OM No. 42011/3/2014-Estt. (Rs.) dated 6.6.2014.
22. The cases for transfer on medical grounds shall be thoroughly examined by the Transfer and Placement Committee and can be refereed to medical board, if required.
23. Officials / Officers of all grades within two years of superannuation will be exempted from rotational transfers.

24. Power of Relaxing the Policy/Guidelines:

Modification/relaxation in implementation of the provisions of Transfer Policy will be considered by the DC(HC) after recording reasons justifying such relaxation.

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