

No.11013/10/2013-Estt.A
Government of India
Ministry of Personnel, PG & Pensions
Department of Personnel & Training

North Block, New Delhi
Dated 2nd July, 2015

OFFICE MEMORANDUM

Subject: Framing a Transfer Policy in all cadres-regarding

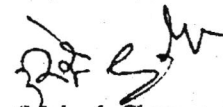
The undersigned is directed to refer to the OMs of even number dated 13th June, 2014, and 31st July, 2014 wherein all the Ministries/Departments were requested to (i) prescribe Minimum Tenure, (ii) set up a mechanism akin to Civil Services Board for recommending transfer, and (iii) place in public domain the transfer policy.

2. The Rotational Transfer Policy should aim to harmonise objectives of institutional memory, avoid development of vested interests, and provide exposure to the employees of working in different organisations, *inter alia* ensuring overall growth of an officer. The Transfer Policy should provide for both a minimum as well as maximum tenure. Any transfer before completing the minimum prescribed tenure or stay beyond the maximum tenure should be with the approval of the Committee constituted for the purpose, for reasons to be recorded in writing.

3. The draft Rotational Transfer Policy for the Central Secretariat Service is available on the website of Department of Personnel and Training at www.persmin.nic.in (Annexure). It lays down guidelines on tenures, postings on promotion, posting on return from leave/deputation, outstation postings, mutual transfers etc. Appropriate provisions on these aspects may be made in the Rotational Transfer Policy in each cadre that will best serve public interest.

4. In addition, instructions of Central Vigilance Commission in the Circular No. 03/09/13 (No.004/VGL/090/225553 dated 11.9.2013) reiterate that sensitive posts should be identified and staff working in these posts strictly rotated after every two/three years to avoid developing vested interests. The OMs of this Department also lay down guidelines on postings of spouse at the same station, and postings of disabled Government servants/ parents of disabled children.

4. The Ministries/Departments/Cadre Authorities may communicate action taken report on the following latest by 10.7.2015, (i) framing of Rotational Transfer Policy and putting up in public domain (ii) Identification of sensitive posts (iii) rotation of officers from sensitive posts in true spirit of the provision.


(Mukesh Chaturvedi)
Director

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सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लैक्स,
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सं./No..... 004/VGL/090 | 22553

दिनांक / Dated 11.9.2013

Circular No. 03/09/13

Subject:- Rotation of officials working in sensitive posts-regarding.

Central Vigilance Commission and the Department of Personnel and Training have issued instructions for effecting rotational transfers of officials posted on sensitive posts. As per Commission's instructions issued vide letter Nos. 98/VGL/60 dated 15.4.1999, 02.11.2001 and 004/VGL/90 dated 01.5.2008 and 04.01.2012 (for public sector banks) on this issue, it was prescribed that Ministries/Departments/Organisations and CVOs are to identify the sensitive posts and staff working in these posts and also ensure that they are strictly rotated after every two/three years to avoid developing vested interests.

2. The Commission in the superintendence of vigilance administration over the years has observed that such rotational transfers are not effected in many organisations due to which officials continue to remain in the same posts for long periods. Such overstay and continuous postings afford scope for indulging in corrupt activities, developing vested interests etc. which may not be in the interest of the organisation. The Commission would, therefore, emphasise that periodical rotation of officials holding sensitive posts/jobs needs to be ensured. As such, officials should not be retained in the same place/position for long by the Ministries/Departments/PSUs/Banks/Organisations etc.

3. Heads/CVOs of all Departments/Organisations are advised to ensure strict compliance of the Commission's guidelines and implement the same in letter and spirit. Further, the CVOs should specifically report the action taken indicating the number of officials rotated/transferred in the respective organisations in the Monthly Report of CVOs submitted to the Commission.

K D Tripathi
(K D Tripathi)
Secretary

1. All Secretaries of Ministries/Departments.
2. All CMDs/Heads of CPSUs/Public Sector Banks/Organisations.
3. All CVOs of Ministries/Departments/ CPSUs/Public Sector Banks/Organisations.

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No.C-13019/21/2008-Vig

July 31, 2008

OFFICE MEMORANDUM

Subject: Rotation of officials working in sensitive posts – reg.

The undersigned is directed to refer to CVC's o.m. No.004/VGL/90 (Circular No.17/4/08) dated 1st May 2008 on the subject mentioned above and to state that an exercise was undertaken by the CVO of the Department for identification of sensitive posts. Accordingly, the following posts have been identified as sensitive after seeking the approval of Secretary (Shipping):

S.No.	Wing	Sections
1.	<i>Administrative Wing</i>	US(Estt.&Gen) SO (General) SO (Estt.) SO (Cash)
2.	<i>Vigilance Unit</i>	US/SO(Vig)
3.	<i>Shipping Wing</i>	AD(SBR)US/SO(MA)
4.	<i>Ports Wing</i>	US(PD.I) US(PD.II) US(PD.III) US(PE) US(PO) SO(PE.I) SO(PE.II) SO(PO.I) SO(PO.II)
5.	<i>Chartering Wing</i>	Dy.CCC CO-I CO-II CO-III

o/c W. S. Sreed

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		CO-IV ACO-I ACO-II ASO-I ASO-III TO (2 nos.)
6.	Finance Wing	AFA SO(Fin)

2. Establishment Division of the Department has been requested to ensure that the officials posted on sensitive posts are rotated every 2/3 years to avoid developing vested interests as advised by the Commission.
3. This issues with the approval of JS(P&A)&CVO.

The Central Vigilance Commission
(Shri Rajiv Verma – Under Secretary)
New Delhi.

Aseem K Jha
(Aseem K Jha)
Section Officer (Vigilance)
AJ