

**TRANSFER POLICY 2015  
FOR  
GROUP 'B' & GROUP 'C' (Including Erstwhile Group 'D') Officers/Staff**

1. **Introduction:** Presently Transfer/posting of Group 'B' & 'C' (including erstwhile group 'D') is being governed by the DSTs Transfer/Placement Policy-2009. This Transfer/Placement Policy-2009 was also applicable for Group-A officers till year 2012 when a distinct new Transfer Policy was introduced by the DST vide their letter No. SM/01/19/2012 dated 20-12-2012 for Group 'A' Officers of Survey of India. DST vide DST's letter F. No. SM/01/19/2012 dated 08-01-2014 (para 7.2) has directed to formulate, propose and introduce a new transfer policy for Group 'B' & 'C' Officers/Staff of Survey of India considering all relevant guidelines issued by the Government from time to time in the matter along with the relevant provisions of all concerned Recruitment Rules for various cadres of Survey of India.

Surveyor General of India vide office order No. E1-1253/1466-Rules(Coll.02) dated 20-07-2015 has constituted a Board of following officers to frame the Draft Transfer Policy for Group 'B' and Group 'C' (including erstwhile Gr-'D') officers/staff of Survey of India:-

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|--|--------------------|
| (i) Maj Gen Anil Kumar, Additional Surveyor General (S.G.O.) | - Chairman         |
| (ii) Shri S.B. Sharma, Director, Northern Printing Group     | - Member           |
| (iii) Shri Pankaj Mishra, Superintending Surveyor (S.G.O.)   | - Member Secretary |

2. **Definitions:**

**Family:** Wife, Children including legally adopted children, step children and children taken as wards and dependent Parents. 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.

**Employee spouse:** This means spouse who is a paid employee in any Govt./Public organization and not a self employed spouse.

**Zone:** A group of stations in the states coming under the area of responsibility of the zone in the zonal set up of Survey of India.

**Station:** It means any place where Survey of India Office is located.

**Home Station:** A station, nearest to his declared Home Town as mentioned in the service book or a station in the state of his hometown, where SOI office is located or a station nearest to the state of his hometown, where SOI office is located.

**Service Tenure:** A continuous stay on a station for a specific period as defined for different categories of employees.

**Service:** Means the period for which a person has been holding charge of a post on regular basis in the SOI office.

**Choice Station:** The place where an employee desires to be posted, not necessarily the home station.

3. **Applicability:**

This policy will be applicable to Group 'B' & 'C' Officers/ Staff (including erstwhile Group 'D') of Survey of India.

4. **Categories of Transfers:**

- 4.1. Transfer on Administrative Grounds
- 4.2. Transfer on Repatriation
- 4.3. Transfer on Compassionate Grounds
- 4.4. Transfer on Request

## **5. Transfer on Administrative Grounds:**

- i) On functional requirement of the organization.
- ii) On completing the Service tenure as given in para-12.
- 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.

## **6. Transfer on Repatriation:**

- i) It stipulates transfer on repatriation as per given guidelines in Annexure-I, subject to availability of vacancies.
- ii) Officers/staff may be repatriated to their Home Stations after completion of minimum tenure as specified in Annexure-I subject to availability of vacancies. The repatriation cases will be considered by the Committee during January-March of the year, therefore request for repatriation must be received in Surveyor General's Office by 15 December.
- iii) However, as an exemption, newly recruited T.T.T.'A' against the sanctioned strength or vacancies of a Zone/GDC will not be considered for transfer on Repatriation before completing a minimum period of 06 years from the date of completing the basic induction training in IISM, Hyderabad.

## **7. Transfer on Compassionate Ground:**

- i) Posting of Husband & Wife at the same station as per DoPT's OM No. 28034/2/97-Estt. (A) dated 12-06-97 will be followed.
- ii) Request for transfer on Medical grounds will be considered after due verification from a medical board, if deemed necessary.
- iii) Physically challenged employee shall 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'.
- iv) Employee due for superannuation within 02 years may request for the last posting at his choice station for consideration.

## **8. Transfer on Request:** Will be considered on case to case basis by competent authority.

## **9. Competent Authorities for Transfer:**

- i) All postings of Gr-B (Gazetted & Non-Gazetted) and Gr-C officers/staff on promotion shall be done by the Surveyor General of India.
- ii) Proposals for transfers will be put up by a Placement committee to the competent authority for approval.
- iii) Placement Committee will be chaired by an officer of the rank of Addl. S.G. and would comprise two other members i.e. one member of the rank of Dy. Surveyor General (S.G.O.) and one member of the rank of Assistant Surveyor General.
- iv) Surveyor General of India can also for reasons to be recorded in writing, order Suo Moto transfers.
- v) Competent Authority for within the zone transfer for Group 'C' and Group 'B' (Non-Gazetted) staff shall be the Zonal Head.
- vi) Inter-zonal transfers on functional requirements or administrative reasons may be ordered by the Surveyor General of India.
- vii) In cases of exigencies, inter-zonal transfers may be adhered to, with the approval of Surveyor General of India (on the recommendation of the Placement Committee).
- viii) In case of Group 'B' (Gazetted), the Competent Authority shall be Surveyor General of India.

## 10. Norms/criteria for transfers/postings:

Except for the exigencies covered in categories of transfers given in para 4.1 and para 4.3 other transfers would be undertaken normally once in a year during the month of March-April, for which the process would be initiated 2-3 months in advance. Any request of transfer covered under transfer categories in para 4 should be submitted with 3 stations of choice for consideration in the order of preference through proper channel. All requests received upto the month of December of the preceding year, shall be processed for transfer.

## 11. General:

Group 'C' Staff, as far as feasible, should be kept at same station. In cases, where it is not feasible to keep the Group 'C' Staff at the same station, transfer should be made to the nearest station within the same Zone.

Group 'C' Officers should be rotated between different branches / section within the same station after three to five years depending upon sensitivity of the charge.

As for Group 'B' (Non-Gazetted), the inter-zonal transfers should be only on the functional requirements or other administrative reasons and not as a matter of policy. As far as feasible, they may be transferred to different stations within the same Zone.

**12. Service Tenure:** The Transfer Policy envisages a fixed tenure at a station before consideration of any transfer as given below:

	Maximum Service tenure for Transfer in general except for North-East region	Maximum tenure at any North-East Region	Maximum tenure at IIS&M, Hyderabad
<b>Gr. 'B' Gaz/Non-Gaz</b>	5+1*+1*	As per Government of India Policy for North East India	4+1*
<b>Gr.'C'</b>	6+1*		4+1*
<b>Gr.'C' (Erstwhile Gr-D)</b>	Not Applicable #		Not Applicable

\* Extendable on recommendation of Placement Committee

# As a matter of policy, will be transferred only on administrative grounds or on request

## 13. Placement Committee for Group 'B' & Group 'C' (including erstwhile Group 'D' Staff)

**Chairman** : **Additional Surveyor General**  
**Member** : **Deputy Surveyor General (S.G.O.)**  
**Member Secretary** : **Assistant Surveyor General**  
**Co- opted member** : **A member of concerned Association, if any**

## 14. Salient Features of Transfer Policy:

- i) Transfer should be need based and purely in the Government interest as per the policy.
- ii) In the event of closure, reorganization, reduction in posts, shifting of the whole or part of the GDC, the tenure shall not be considered and change of station in such cases shall be compulsorily enforceable without reference to this transfer policy.
- iii) An employee may request for last posting at his choice station within two years of his superannuation, the period of which shall not be more than 2 years.

- iv) Service tenure will be the criterion for considering the request for transfer on repatriation. Any employee with more service tenure will be considered first. In case service tenure is equal then the employee with maximum transfers will be considered first.
- v) To cater for administrative requirements and to provide wider exposure, Staff/officers shall be considered for atleast one tenure in the Specialized directorates viz G&RB/GIS&RS/NGDC/DMC/MA&DC/Printing Groups in their service career.
- vi) Transfer/Postings of Technical manpower for IISM i.e. Group 'B' and 'C' personnel will be considered separately if required by the committee.
- vii) DoPT's guidelines issued vide their OM No.14014/41/90-Estt (RR) dated 10-05-1999 read with OM No. AB-14017/16/2002-Estt (A) dated 13-03-2002 in respect of physically handicapped employees and OM No. AB\_14017/49/90-Estt. (RR) dated 15-02-1991 in respect of the employees having mentally retarded child/spouse etc. shall be observed.
- viii) The cases for transfer on medical grounds shall be thoroughly examined by the Placement Committee and can be referred to medical board, if required.
- ix) Special concessions and service benefits as admissible to the staff/officers transferred to NE region as per the Government of India guidelines will be applicable.
- x) Cases for transfer on compassionate grounds should be forwarded to the SGO through proper channel with proper scrutiny and objective comments by the concerned in the channel.
- xi) Yearly repatriation list shall be maintained by the Surveyor General's Office.
- xii) Option for posting of officers who complete their tenure as per this policy at a particular station shall be forwarded by 31st December to the Surveyor General's Office every year.
- xiii) An employee transferred out on promotion, will be transferred out on refusal of promotion as well.
- xiv) Transfer/Posting orders will be implemented within the stipulated time frame to join the duties on transfer/posting.
- xv) For counting the Service tenure, the reference date shall be first April of the year.
- xvi) President/Chief Executives/Office bearers, General Secretary of the unions will be brought on transfer/posting to the Headquarters as far as possible as stipulated in Govt. of India. Ministry of Home Affairs OM No. 26/3/69-Estt (B) dated 8th April, 1969.
- xvii) As far as possible the choices station should be considered favourably for transparency of the system.
- xviii) For transparency of the system, repatriation / eligible officers' list compiled by SGO should be put on SOI website for advance information to the concerned officers and to enable them to submit representation, if any.
- xix) The station is to be changed on promotion from Gr-C to Gr-B, thereafter tenure at the station should be minimum five years extendable to maximum seven years.

**Guidelines for considering Repatriation Cases:**

1. Transfer on repatriation will be considered only to the Home Station of the individual concerned.
2. Transfer of any individual on repatriation will be considered only after he completes 3 years in general and minimum 5 years for those posted on promotion outside his home station.
3. In case of transfer on promotion, the period of out station will be reckoned after one month of issue of promotion order.
4. The duration of Basic Courses at IIS&M Hyderabad will not be included in the period outside home station.
5. The names for repatriation should reach Surveyor General's Office before 15<sup>th</sup> December every year so that the Repatriation list may be prepared and finalized before 15<sup>th</sup> January. This will be circulated among all Survey of India offices.
6. Fresh repatriation list will be prepared every year. This implies that a name appearing in the list of a year will not automatically be placed in the list of next year. The concerned office should send the name afresh if individual applies for repatriation.
7. The first criteria for seniority in repatriation list will be the **total continuous service outside the home station** (given in Col. 10 of Repatriation List) and NOT the continuous period at the present place of posting.
8. If the total continuous service outside the home station in respect of two or more individuals is same, the second criteria will be the **total period of service outside home station from time to time** (given in Col. 11 of Repatriation List).
9. If the period mentioned in Col. 10 and Col. 11 in respect of several individuals are same, their names will be arranged as per their seniority.
10. If an individual is transferred on repatriation but refuses to move, his name will not be considered for the next 2 years.
11. Individual posted in NE region will be given preference over others for repatriation. The criteria will be.
 

a) For staff with service of 10 years of less	3 years
b) For staff with more than 10 years of service	2 years

Period of leave, training etc. in excess of 15 days per year will be excluded in counting the tenure. On completion of fixed tenure, the officers may be considered for posting to a station of their choice as far as possible subject to availability of vacancy. The employee posted at NE Region may therefore give three (3) choice stations in order of priority for consideration before completion of their tenure.