



भारतीय सर्वेक्षण विभाग
SURVEY OF INDIA
(विज्ञान एवं प्रौद्योगिकी मंत्रालय)
(MINISTRY OF SCIENCE & TECHNOLOGY)



टेलीफैक्स/
Telefax +91-135-2744064, 2743331
वेबसाईट/
Website www.surveyofindia.gov.in
ई-मेल/
E-mail sgo.e1.soi@gov.in



भारत के महासर्वेक्षक का कार्यालय
SURVEYOR GENERAL'S OFFICE
हाथीबड़कला एस्टेट डाक बक्स सं०-37
HATHIBARKALA ESTATE, P.B. - 37
देहरादून-248001 (उत्तराखण्ड) - भारत
DEHRADUN-248001 (UTTARAKHAND) INDIA

No.E1- 249/1466-Rules

Dated: 08.02.2025

To,

Addl.S.G. : Eastern Zone, Kolkata/Western Zone, Jaipur/Northern Zone, New Delhi/Southern Zone, Bengaluru/NIGST, Hyderabad/GRF&GDE Division, Dehradun.

Sub.: Transfer Guidelines -2025 of Group 'A' Services officers in SOI.

Draft Transfer Guidelines-2025 of Group 'A' Services in SOI has been uploaded on SOI website for Stakeholders comments. All the Stakeholders are requested to send their comments latest by 24.02.2025 to this office.

Encl: As above.

Signed by Shyam Veer
Singh

Date: 08-02-2025 14:37:11

(S.V. Singh)

Additional Surveyor General
for Surveyor General of India
e-mail: s.v.singh.soi@gov.in
Phone No. 0135-2740667

Copy to:-

1. Directors : All GDs for information & necessary action, please.
2. In Charge Website (SGO), please upload the Transfer Guidelines-2025 on SOI website immediately.
3. SPS to SGI for kind information, please.

Draft -Transfer Guidelines - 2025

Survey of India
Ministry of Science & Technology
Department of Science & Technology

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A Comprehensive Guidelines for Transfer/Posting of Group 'A' Officers

1. Introduction

In accordance with the general terms and conditions of the appointments, Government servants are liable to be transferred and posted at any place within India. Therefore, transfer from any particular station/ to any particular station cannot be claimed as a matter of right. Transfers/ postings are the prerogative of competent authority. The transfer/ posting of Group A officers of SoI will be governed by these **Comprehensive Guidelines**.

2. Definitions

Family: Spouse, Children (including legally adopted children and step children) and Parents. This also includes the family as defined vide Min. of Health and FW OM No.S-14025/29/89-MS dated 5.6.1990 and OM No.4-24/96-C&P-CGHS (P) dated 31.5.2007.

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

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 his state, where SoI office is located as on 31.12.2023.

Tenure: A continuous stay on a station for a specific period as defined for different categories of employees for different stations after which an officer becomes liable to be transferred.

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

3. Applicability:

This guideline will be applicable to Group 'A' officers of Survey of India.

4. Categories of Transfers:

- 4.1. Transfer on Administrative/Tenure Grounds.
- 4.2. Transfer on Request.

5. Competent Authorities for Transfers:

5.1. Transfer/ posting of officers of Addl. SGs

5.1.1. All transfers/ postings of officers of Addl. SGs shall be done by Government (Department of Science & Technology) based on the proposal submitted by the Surveyor General of India, considering the proposal by the Placement committee - I.

5.1.2. Government can also, for reasons to be recorded in writing, order suo moto transfers under this category.

5.2. Transfers/ postings of officers of Director and below rank

5.2.1. Transfers/ postings of Director and below rank will be done by Surveyor General of India, considering the proposal by the Placement committee - II.

5.2.2. Transfer of Director and below rank to NIGST will be based on the recommendations of Board of Studies. The competent authority (Government or Surveyor General of India, as the case may be), for reasons to be recorded in writing, would be free to order transfers to or from NIGST.

6. Norms/ criteria for transfers and postings:

The following guidelines are to be followed while deciding transfer and posting of officers of the rank of Director and below.

6.1. While deciding transfers, the factors like tenure, posting in North Eastern Region, extreme difficulties/hardships of the individual officers shall be taken into account. However, needs of the department shall have overriding priority over other factors.

6.2. The tenure in North Eastern Region shall be 2 years for the officers who have completed 10 year of service and 3 years who have completed less than 10 years of service. Officers posted to such station shall be allowed to exercise choice of station

of posting and same will be considered subject to availability of vacancy at the station chosen and administrative exigency.

6.3. For the purpose of annual tenure transfer, for which the process would be initiated during the month of December of the preceding year, during which the stayee list shall be circulated. The list shall be prepared based on completion of station tenure as on **31st March of the transfer year**. All general transfers/ postings under this system shall be ordered during the month of March/April and compliance of the orders secure by April end as this will cause the least disruption of the educational schedule of the School/College going wards of the officers except in the cases of postings ordered in view of promotion, closing/opening of units, addition/expansion of activities of existing units and other activities.

6.4. Officers having 2 years residual service may opt either for retention in the station of posting for residual period or may opt for posting to a station of their choice where they propose to settle down after retirement. The request will be considered subject to availability of vacancy at the station chosen and administrative exigency and his/her record of earlier postings at such station. No officer can claim posting at choice station or home and District/ State/ Zone under this category as a matter of right.

6.5. Transfer on request including compassionate grounds viz. posting of husband and wife at the same station, cases of Medical ground (shall constitute serious diseases), physically challenged officers, officers who have mentally retarded children etc. will also be considered along with general transfers on case to case basis on merits. Consideration of officer for transfers on the compassionate grounds shall be subject to satisfaction of the competent authority of the grounds indicated by the officers.

6.5.1. Proposals for request transfer on compassionate grounds should be forwarded by the existing office of the applicant with complete details of the case, relevant documents with suitable remarks to the competent authority.

6.5.2. DOP&T guideline on posting of husband and wife shall also be taken into consideration while deciding such cases.

6.6. While considering transfers on request, preference would be given to those who have school-going children, especially those studying in classes 11 and 12, in particular daughters, and marriageable children, especially daughters, old parents with chronic ailments, and such other relevant factors. Proposals / requests for transfer at a station where an officer has worked earlier, generally will not be entertained before 5 years period from the date of relief at the earlier station.

6.7. The competent authority (Government or Surveyor General of India, as the case may be) competent to relax any of the provisions and order mid-term transfer/postings or retention of officers at any time of the year in view exigency of work and other administrative reasons like disciplinary proceedings, vigilance angles, serious complaint cases etc, in accordance with the guidelines/ instructions of Government/ CVC issued from time to time.

7. Tenures and guidelines for different posts:

The transfer & posting of various officers/officials is being done as per provisions made above and those specific to the post as mentioned below:

7.1. Addl. SG

Transfers will be done according to functional requirements, administrative exigencies, promotions, retirements etc. On promotion from Director to Addl SG, the officer will normally not be posted in the same Zone.

7.2. Director or below rank

7.2.1 The normal tenure at a station may be about 3 years.

7.2.2 As far as practicable, no officer should remain in a particular post for more than 5 years.

7.2.3 No officer should serve in any particular station, whether in a single posting or different postings, whether at same level or at different levels for a continuous period of more than 08 years.

7.2.4 The officers of Director Rank will normally not be posted in their Home State.

7.2.5. For the purpose of determining station tenure, the period spent at a station continuously shall be considered irrespective of the post held.

8. Miscellaneous:

8.1. In the event of closure/opening of offices, reorganization, reduction in posts, shifting of the whole or part of the office, the tenure shall not be considered and change of station in such cases shall be compulsorily enforced without reference to these transfer guidelines.

8.2. Notwithstanding anything contained hereinabove, the competent authority may at his discretion relax or deviate from the guidelines detailed above and order transfer/posting of any officer in public interest and necessary as per the exigencies of work.

COMPARATIVE STATEMENT OF TRANSFER POLICY 2012 AND DRAFT TRANSFER GUIDELINES OF GROUP 'A' -2025

Para	Provisions in Transfer Policy 2012	Provisions in draft Transfer Guidelines - 2025	Reason of change
Para 1	<p><u>Introduction:</u> Transfer Policy 2012 in respect of Group A Officers was finalized by DST.</p> <p>Some amendments were incorporated in the Transfer Policy 2012 vide DST's Corrigendum issued vide No. SM/01/19/2012 dated 05-04-2013 and further amended vide DST's OM dated 08-01-2014.</p>	<p>The guidelines for transfer/posting of Group A officers have been drafted. The transfer/posting of Group 'A' Officers of Sol will be governed by these Comprehensive Guidelines.</p>	<p>(i) Permanent Reversion of Defence Stream Officers to Mil Svy, MoD</p> <p>(ii) Cadre Restructuring of Group 'A'</p> <p>(iii) Reorganization of Sol</p>
Para 2	<p><u>Definitions :</u> Choice Station has been defined.</p>	<p>No provision of Choice Station except for those who are posted in North Eastern Region as per Govt of India Norms.</p>	<p>Since the transfer/posting is to be made on administrative and functional requirement therefore no provision of choice station.</p>
Para 3	<p><u>Applicability :</u> There is following provision in the Transfer Policy:</p> <p>"This policy will be applicable to Group A officers of Survey of India (including those working in Military Survey Headquarter or its field units."</p>	<p>The provision regarding applicability to officers working in Military Survey Headquarter or its field units has been deleted.</p> <p>In the guidelines, the provision is : "The guideline will be applicable to Group 'A' officers of Survey of India."</p>	<p>Due to reversion of Army Officers to Mil Survey, Ministry of Defence.</p>
Para 4	<p><u>Categories of Transfers :</u> There were following categories of transfer :-</p> <p>(i) Transfer on Administrative Grounds</p> <p>(ii) Transfer on Completion of Tenure/Repatriation</p>	<p>The following categories is present in the Guidelines:</p> <p>(i) Transfer on Administrative Grounds</p> <p>(ii) Transfer on Request.</p>	<p>Transfer on Repatriation has been done away with.</p> <p>Transfer on Compassionate Grounds has been included in Transfer on Request.</p> <p>Transfer on completion of Tenure has been included in Transfer on Administrative Grounds.</p>

	<p>(iii) Transfer on Compassionate Grounds.</p> <p>(iv) Transfer on Request.</p>		
Para 5	<p><u>Competent Authorities for transfer:</u></p> <p>All transfers/postings of officers of Director/DSG and above rank shall be done by DST after considering proposals submitted by the SGI along with recommendations of Placement Committee I</p> <p>Transfers/postings of below Director/DSG rank officers will be done by SGI based on the recommendations of Placement Committee II</p>	<p>All transfers/postings of officers of Addl SGs shall be done by Government (DST) after considering proposals submitted by SGI along with recommendations of Placement Committee I.</p> <p>Transfers/postings of officers of Director and below rank will be done by SGI, considering the recommendations of Placement Committee II. In NIGST, transfer postings of such officers will be based on the recommendations of Board of Studies. However, the Govt or SGI for reasons to be recorded in writing would be free to order transfers to or from NIGST.</p>	<p>Addl SG is a SAG post therefore it is proposed that transfers/postings of Addl SG post shall be done by Government (DST).</p> <p>The transfers/postings are done on administrative and functional requirement. Since the SGI being Head of the Department, is in better position to assess the functional requirement and administrative exigency. Further, with de-centralization of power, the HoD will have flexibility and ease of doing administration of Sol. Therefore in the proposed guidelines, the Competent Authority for transfers/postings of officers of Director and below rank, is SGI.</p>
Para 6	<p><u>Norms/criteria for transfers and postings</u></p> <p>Provision of Choice station.</p> <p>Every Group A Officer, in particular the officers of and above Director/DSG rank are expected to serve atleast one tenure of 2 years in North-East/Jammu & Kashmir/such</p>	<p>No provision of choice station except for those who are posted in North Eastern Region.</p> <p>No such provision is kept.</p>	<p>Since the transfer/posting is to be made on administrative and functional requirement therefore no provision of choice station.</p> <p>Due to functional requirement and administrative exigencies, Officers can be posted at any station.</p>

	<p>other difficult areas as notified by Govt. from time to time, in their entire career.</p> <p>All Group A officers belonging to Defence stream are expected to serve the minimum prescribed period under Recruitment Rules in Military Survey/its field establishment, subject to a minimum of 5 years in Sol and Military Survey each, in their entire career. Further, the tenure of Defence officers at any particular station will also be governed by instructions issued by Ministry of Defence/Army, from time to time.</p> <p>To the extent possible, every Group A officer will be given a chance of atleast one posting of 3 years' tenure in his home state/zone during his entire service.</p> <p>To the extent possible, every Group 'A' officer should have a minimum tenure of three years in two different zone including specialized zones/Directorate.</p> <p>The competent authority (Government or Surveyor General, as the case may be) would also be free to order mid-term transfers at any time on other administrative exigencies like disciplinary proceedings, vigilance cases, serious complaint cases etc, in accordance with the guidelines/instructions of government/CVC issued from time to time.</p>	<p>This provision has been deleted.</p> <p>The officers of Director Rank will normally not be posted in their Home State.</p> <p>No such provision is kept.</p> <p>This provision is similar to para 8.2</p>	<p>Due to permanent reversion of Army officers to Military Units/Ministry of Defence.</p> <p>After re-organization of Sol, Directors have been given powers of tendering, procurement and hiring of personnel etc. Therefore for impartiality, better administration and minimize favoritism, if any, it is proposed that officers of Director Rank will normally not be posted in their Home State.</p> <p>Due to functional requirement and administrative exigencies, Officers can be posted at any station.</p>
<p>Para 7</p>	<p><u>Tenure</u> The tenure in North-East and</p>	<p>The tenure in North Eastern</p>	<p>As per Govt of India</p>

	<p>Jammu and Kashmir is 2 to 4 years</p> <p>All Group A officers shall be given a tenure of 3 to 5 years at any particular stations, subject to condition that tenure of particular post held by him should not exceed 4 years.</p> <p>No officer should serve in any particular station, whether in a single posting or different postings, at the level of Director and above, for a total period of more than 10 years.</p>	<p>Regions shall be 2 years for the officers who completed 10 years of service and 3 years who have completed less than 10 years of service.</p> <p>The transfers of Addl SG will be done according to functional requirements, administrative exigencies, promotions, retirement etc. On promotion from Director to Addl SG, the officer will normally not be posted in the same Zone.</p> <p>For Director or below rank, the normal tenure at a station shall be 3 years.</p> <p>No officers should serve in any particular station, whether in a single posting or different postings, whether at same level or at different levels for a continuous period of more than 08 years.</p>	<p>Norms.</p> <p>To give exposure of other zones, the officer will not be posted in the same zone.</p> <p>This is more or less same to the provision in Transfer Policy 2012.</p> <p>To give exposure of other Zones/GDs. Further, longer period of posting at a station increases the possibility of dominance thereby adversely affecting free and fair decision making. Thus, the period has been reduced from 10 to 08 years.</p>
Para 8	Miscellaneous:	In the event of closure/opening of offices, reorganization, reduction in posts, shifting of the whole or part of the office, the tenure shall not be considered and change of station in such cases shall be compulsorily enforced without reference to these transfer guidelines.	Due to re-organization, if any in future, it is in the interest of Sol, that Govt should have liberty and discretion to post officers in public interest.

Constitution of Placement Committee (s) to Consider Transfer/Posting in Respect of Group 'A' Officers of Survey of India

Transfer Policy-2012 for Group 'A' officers was issued on 20.12.2012. Subsequently, the Office Memorandum for constitution of Placement committees for transfer/posting of Group 'A' officers was issued vide DST letter No SM/01/19/2012 dated 08.01.2014. In December 2022, National Geospatial Policy (NGP-2022) was notified, which is a major shift from restrictive geospatial domain to open geospatial domain and emphasize Survey of India (Sol) to work for carrying out geospatial activities related to citizen centric development. Subsequently, major structural change has taken place in Sol and reorganization has been made to suit the development. All defense stream officers have been reverted back from Sol in September 2023. So, a major paradigm shift in geospatial field and in Sol has taken place. To suit the above development, the Transfer Guidelines-2025 for Group 'A' officers, has been prepared. For transfer/posting of Group 'A' Officers of Sol, the constitution and responsibilities of Placement Committee I and II will be as follows :-

2. Competent Authorities for Transfers

2.1 Transfer/ posting of Additional Surveyor General.

2.1.1 All transfers/ postings of Additional Surveyor General shall be done by Government (Department of Science & Technology) after considering proposals submitted by the Surveyor General of India.

2.1.2 Proposal for transfers under this category will be sent to DST from Surveyor General of India along with recommendations of a committee (**Placement Committee-I**) with the following composition.

2.1.3 Composition of Placement Committee-I (PC-I)

- | | | |
|---|---|-----------------------|
| (a) The Surveyor General of India | : | Chairman (Ex-officio) |
| (b) Senior most Additional Surveyor General (ASG) | : | Member |
| (c) Director/Deputy Surveyor General (DSG) | : | Member |
| (d) Representative of DST
[[Director, (SMP)]] | : | Member (Ex-officio) |

Notes:

- i. Only serving officials will be nominated as member(s) of the Committee.
- ii. Officers whose own cases of transfer are under consideration may not be part of the committee.
- iii. Generally the officers who are left with less than three months of service may not be nominated as members.
- iv. Three members, including the Chairman, would constitute the quorum for the committee.

v. Director/Deputy Surveyor General will be nominated by The Surveyor General of India.

2.1.4 Government can also, for reasons to be recorded in writing, and in public-interest, order suo moto transfers under this category.

2.2 Transfers/ postings of other Group 'A' officers (Director/ Deputy Surveyor General & below)

2.2.1 Surveyor General of India will be the competent authority for transfers/ postings of Group 'A' officers of the rank of Director/ DSG & below.

2.2.2 Transfer/ postings under this category by Surveyor General of India shall be made based on the recommendations of a committee (**Placement Committee-II**) with following composition.

2.2.3 Composition of Placement Committee-II (PC-II):

- (a) Senior-most Additional Surveyor General(ASG) : Chairman
- (b) Additional Surveyor General(ASG) : Member
- (c) Director/ Deputy Surveyor General : Member
- (d) Representative of DST : Member (Ex-officio)
[(Director, (SMP))]

Notes:

- i. Only serving officials will be nominated as member(s) of the Committee.
- ii. Officers whose own cases of transfer are under consideration may not be part of the committee.
- iii. Generally the officers who are left with less than three months of service may not be nominated as members.
- iv. Members at Sl (b) and (c) above will be nominated by The Surveyor General of India.

2.2.4 (a) Government, for reasons to be recorded in writing, shall have the right to cancel/ modify any transfer/ posting order issued under this category.

(b) Government can also, for reasons to be recorded in writing and in public interest, order suo moto transfers under this category.

3. Functions of Placement Committee-I (PC-I):

3.1 Placement Committee will consider all cases of Transfer/ Posting of officers on Administrative and Functional ground, and make their recommendations strictly in accordance with the provisions of the Transfer Guidelines-2025.

3.2 Placement Committee while giving its recommendation in any particular case(s), shall-

(a) Take note of existing vacancies at various levels and give a complete chain of transfer/ posting proposals to fill such vacancies to the extent possible along with

proposals to transfer based on Transfer Guidelines-2025, as suggested by Surveyor General of India on administrative and functional grounds.

- (b) Give due reasons justifications for the same, indicating clearly whether the recommendations are fully in accordance with the norms/ criteria guidelines enshrined in the Transfer Guidelines-2025, as amended from time to time, and/or instructions issued by Govt. from time to time.
- (c) Cases recommended in relaxation of the guidelines should be accompanied with detailed justification.
- (d) Each recommendation should be accompanied with complete past and present posting record of the officer concerned.
- (e) Request transfers/ cases not recommended by the Placement Committee would also be sent to the competent authority (DST) along with reasons thereof.
- (f) It would be the joint responsibility of the Chairman and members to ensure that recommendations of the Committee are in accordance with the provisions of Transfer Guidelines-2025.

4. Functions of Placement Committee-II (PC-II):

4.1 Placement Committee will consider all cases of Transfer/ Posting of officers on Administrative and Functional ground, and make their recommendations strictly in accordance with the provisions of the Transfer Guidelines-2025.

4.2 Placement Committee while giving its recommendation in any particular case(s), shall-

- (a) Take note of existing vacancies at various levels and give a complete chain of transfer/ posting proposals to fill such vacancies to the extent possible along with proposals to transfer based on Transfer Guidelines-2025 on administrative and functional grounds.
- (b) Transfer of Director and below rank to NIGST will be based on the recommendations of Board of Studies. The competent authority (Surveyor General of India), for reasons to be recorded in writing, would be free to order transfers to or from NIGST.
- (c) Give due reasons/ justifications for the same, indicating clearly whether the recommendations are fully in accordance with the norms/ criteria guidelines enshrined in the Transfer Guidelines-2025, as amended from time to time, and/or instructions issued by Govt. from time to time.
- (d) Cases recommended in relaxation of the guidelines should be accompanied with detailed justification.
- (e) Each recommendation should be accompanied with complete past and present posting record of the officer concerned.
- (f) Request transfers/cases not recommended by the Placement Committee would also be sent to the competent authority (Surveyor General of India) along with reasons thereof.
- (g) It would be the joint responsibility of the Chairman and members to ensure that recommendations of the Committee are in accordance with the provisions of Transfer Guidelines- 2025.

5. Tenure of Placement Committee(s)-

- 5.1 Tenure of the Committee(s) will be for a period of one year with effect from the date of constitution. However, the Committees will continue to function till re-constituted by competent authority, subject to a maximum of two years.
- 5.2 However, any vacancy caused due to retirement/transfer of members may be filled by Surveyor General of India midway.

6. Nature of Committee(s) -

- 6.1 The Committees are advisory/ recommendatory in nature.
- 6.2 The recommendations of the Committees are subject to acceptance by Competent Authority (DST/Government in the case of Placement Committee-I and Surveyor General of India in the case of Placement Committee-II).
- 6.3 The Competent Authority, for the reasons to be recorded in writing, may reject or modify the recommendations of the Committee, as considered necessary.
- 6.4 The decision of the Competent Authority would be final and will not be called in question by the officials concerned. However the officials concerned would be free to file Review Petition before the DST in respect of decisions taken by DST after consideration of recommendation of Placement Committee-I and before Surveyor General of India in respect of decision taken by Surveyor General of India after considering recommendations of Placement Committee-II. Further, officials aggrieved by the decision of Surveyor General of India on the Review petition filed before him, may file Second Review Petition before DST, and decision of DST shall be final.
- 6.5 Unless any particular transfer order(s) issued by the Competent Authority is/ are stayed, pendency of the Review Petition(s) before DST / Surveyor General of India would not give any right to the concerned officials to delay his relieving from the present post and/or joining at the new post in accordance with the transfer/posting orders already issued.

7. Tenure of Officers at a particular post/station-

- 7.1 All Group 'A' officers shall be given a minimum tenure of 3 years (2 years in case of North-East) and maximum tenure of 5 years (4 years in case of North-East) at any particular station, subject to condition that tenure of particular post held by him should not exceed 4 years.
- 7.2 No officer should serve in any particular station, whether in a single posting or different postings, at the level of Director and above, for a total period of more than 10 years.
- 7.3 Every Group 'A' Officer, in particular the officers of and above Director/ DSG rank, are expected to serve at least one tenure of 2 years in North-East/ such other difficult areas as notified by Government from time to time, in their entire career.
- 7.4 To the extent possible, every Group 'A' officer should have a minimum tenure of three years in two different zones including specialized zones/ Directorate.

8. Miscellaneous-

- 8.1 Government would be competent to relax any of the above stated criteria of tenure and norms of transfers etc. in extraordinary cases, in public interest for reasons to be recorded in writing.
- 8.2 Surveyor General of India will put in place a similar mechanism for Group-‘B’ & ‘C’ Officers of Survey of India, duly keeping in view the provisions of respective Recruitment Rules, Government instructions, terms and conditions of appointment of such officers etc., notify suitably and put it in the public domain as well as send a copy to DST.
- 8.3 The Placement Committee will be served by SOI H.Q.
- 8.4 For considering Annual General Transfers in accordance with the provisions of the Transfer Guidelines-2025, Placement Committees will generally meet during December/January with a view to adhere to the time schedule laid down in the policy. However, the Committee can meet on other-occasions, as considered necessary to consider mid-term cases of transfer.