

1979/HQNCC/Pers(C)

13 Sep 2022

List 'A' & 'B'

**TRANSFER POLICY FOR CENTRAL GOVT CIVILIAN EMPLOYEES  
WORKING IN NCC DIRECTORATES/UNITS**

**General**

1. There is a need for a comprehensive transfer policy for all civilian staff and GCIs working in various NCC Dtes/Units. The central government employees of the NCC organization consist of various cadres such as Administrative Officers, Office Superintendents, Junior and Senior Secretarial Assistants, Multi Tasking Staff, Drivers, Stenographers, Translators GCIs and TAs etc. The employees are posted in the various State Directorates and Training Establishments as well as Units of the NCC Organization. This staff provides a permanent executive setup to the NCC organization and acts as a backbone to the organization. They provide clerical, administrative and technical assistance to the offices they are posted to, and contribute to functional efficiency.

**Aim**

2. The aim of this policy is to ensure objectivity, fairness and transparency in the transfer of Civilian Personnel.

**Guidelines**

3. The transfer policy has been formulated on the basis of the following general guidelines and considerations:-

(a) In the matter of cadre management in general and postings/transfers in particular, the public and organizational interest will always have precedence over personal considerations.

(b) The Supreme Court guidelines in the TSR Subramaniam case in WP (Civil) No. 82/2011 dated 31 Oct 2013, in response to which DoP&T has issued an OM No. 11013/10/2013-Estt dated 13 Jun 2014 promulgating the under mentioned directions of the Cabinet Secretary with respect to transfer policy :-

(i) Fixing a minimum and maximum tenure.

(ii) To set up a mechanism akin to Civil Service Board for recommending transfer/postings.

(iii) Placing transfer policy in public domain.



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(c) The service officers in NCC are posted for a short tenure, usually for a period of three years, therefore, longer tenure of civilian staff is necessary to maintain institutional memory and continuity.

(d) The necessity of time bound transfers is to prevent development of vested interests. Additionally, this ensures growth of the employee by providing wide exposure and functional diversity.

### Competent Authority

4. DG NCC is the competent authority for posting/transfer of entire civilian staff of NCC. However, rotational transfer and administrative ground cases within the Dte in respect of OS/SSA/JSA/Steno/CMD/MTS/TA/D'man/Painter/ Carpenter may be done by the respective Dtes with the approval of the Head of the Dte based on the recommendations of a Board to be constituted by the Head of the Dte

### Tenure of Transfer

5. (a) The draft Rotational Transfer Policy (RTP) was uploaded on the web portal of DGNCC on 26 Jul 2022. The comments received have been perused. In the main, there have been requests from the GCI Cadre to exempt them from RTP, as they would face several challenges in the event of transfer. Based on examination of the feedback, DG NCC has decided to exempt GCI from transfer on RTP. However this exemption does not apply at the time of their promotion. It was also decided to now stipulate 8 years tenure extendable to 10 years in respect of Sr GCIs.

(b) On the basis of the above considerations, the minimum and maximum tenures are as follows:-

Name of Post	Minimum Tenure in a Grade (in years)	Maximum Tenure in a Grade (in years)	Remarks
CGI	3	5	-
AO	3	5	*
OS/ SSA/JSA/Steno/CMD	3	5	Intra Dte transfer
MTS/TA/D'man/Painter/Carpenter	3	5	Intra Dte transfer
Senior GCI	3	8	*Extendable to 10 years (10% of the grade strength is the maximum limit for transfer in a particular yearly rotational transfer) in organisational interest
GCI	-	-	-
JHT	-	-	-

\* Three choice stations would be sought from the individuals due for RTP and would be examined subject to availability of vacancies, comparative assessment of cases competing for same station, organisational interest and administrative consideration.





(c) **GCI/Sr. GCI.**

(i) GCIs recruited pre-2006 are liable for service with GD units within jurisdiction of respective NCC Dte and OTA, Gwalior without consent from the individual/Bn/Gp/Dte and with individual consent for Inter Dte/State transfers (Para 5 of Appendix 'C' to GoI, MoD letter No. 5030/80/DGNCC/PA/TCS/GD/238/A/D (GS-VI) dated 24 Jan 1981 refers)

(ii) GCIs recruited post 2006 are liable for pan India service without consent from individual/Bn/Gp/Dte. (Para 4 of GoI, MoD letter No. 12467/HQ NCC/Pers(C)/26/D dated 16 Jan 2004 refers).

(iii) Even though GCIs have an all India transfer liability, taking into consideration, the special circumstances of the particular cadre with it being an all women cadre, it will be endeavored to provide rotational transfers in the same Dte subject to availability of vacancies, choice of station given by the individual, organisational interest and considerations and administrative exigencies.

(iv) In any given timeframe, it is generally expected to have vacancies in some units, owing to the time lag in requisitioning recruitment to SSC and the actual manning of the vacant post. Although the endeavour is to post GCIs to scale in the Girls Bns/Indep Coys/Mixed Bns, there shall always be an inter se priority for posting atleast one GCI to every Girls Bns/Indep Coys/Mixed Bns, in the posting management.

(v) Rotational transfer in a particular year would be effected, subject to a maximum of 10% of the held Cadre strength, as more than this number could disrupt the Institutional memory.

(vi) In addition, with an objective to maintain continuity best efforts would be made to ensure that all GCIs/Sr. GCIs of a single unit are not transferred in a single year.

(d) **Junior Hindi Translator (JHT).** Although being a Gp 'B' Non Gaz grade is being exempted from Intra Dte rotational transfers as it is an isolated post with no promotional avenues with stability being the only incentivizing factor. The rotational transfer might increase the attrition rate. Additionally, since JHTs have the same Charter of duties in all Dtes so there is no scope for functional exposure even on transfers. Also since they are not posted to any sensitive postings, so the scope for the development of vested interests is minimal. Further, Implementation of Rajbhasha will receive continuous emphasis as stability of tenure in the station would discourage attrition.

(e) **Syces.** The Technical Attendant cadre includes a number of grades such as Syces, Animal Transport Cart Driver, Cooks, Masalchi, Mess Waiters, Washermen, Barbers, Motor Pump Attendants etc. Among these syces who are 60 out of the total strength of 99 TAs are posted to the unit and are responsible for taking care of the horses. Since, it is beneficial for a single syce to take care of a particular set of horses because it helps in developing a rapport with the



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animals and also since there is no scope for functional diversification, so syces will be exempted from rotational transfer.

6. **Committee for recommending Inter Directorate/Station change transfers.**

The Board/Committee competent to recommend any inter Dte transfers/Station change transfers is as mentioned below:-

Name of post	Composition of transfer committee	Approving authority/ Cadre controlling authority	Purpose of the Committee
(i) Adm Officer (ii) Senior GCI / GCI	Chairperson - Dir (E&F) Member - DD (Pers) Member - DD(Fin)	DG NCC	(i) Rotational transfers (ii) Compassionate/ Extreme Compassionate transfers (iii) On request transfers
(i) Office Superintendent (ii) SSA (iii) JSA (iv) JHT (v) Steno (all grades) (vi) CMD (all grades) (vii) MTS/ TA	Chairperson - Dir (E&F) Member - DD (Pers) Member - DD(Fin)	DG NCC	(i) Compassionate/ Extreme Compassionate transfers to other Dtes. (ii) On request transfers to other Dtes
(i) CGI	Chairperson - Dir (E&F) Member - JD (Trg) Air Member - DD(Fin)	DG NCC	(i) Rotational transfers (ii) Compassionate/ Extreme Compassionate transfers to other Dtes. (iii) On request transfers to other Dtes.

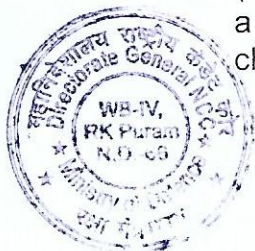
7. **Procedure to be followed for Rotational Transfer Policy involving change of**

**station (RTP).** In case of Rotational Transfer requiring a change of station, the following procedure would be followed :-

(a) The list of all employees who will complete the maximum tenure in a particular grade by 1<sup>st</sup> July of the succeeding year should be forwarded to the HQ by respective NCC state Dtes/Trg Estt by **30<sup>th</sup> Sep of the current year.**

(b) On the basis of the list, a set of stations where vacancies are available in that particular grade would be circulated by **30<sup>th</sup> Oct by this HQ.**

(c) On the basis of the list of available stations, the Dtes then have to forward a list of 3 stations in order of preference to this HQ by 30<sup>th</sup> Nov. In case no choice stations are received by them, it would be assumed that the particular



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individual has no particular preference for any station and would be open to move anywhere.

(d) Thereafter the Committee at this HQ would make its recommendations based on seniority, availability of vacancy, functional and organization requirements etc by 31<sup>st</sup> Dec.

(e) The deadline for movement of the individuals is 15<sup>th</sup> Apr, taking into consideration the academic schedule of the children. After that the individual would be stuck of strength and salary would be stopped till he/she joins the next place of posting.

**Cutoff date and tentative schedule of transfer**

(i) The cut-off date for calculating max tenure in particular grade will be 1<sup>st</sup> July every year.

(ii) The rotation under RTP in each grade will be undertaken once in a year.

(iii) If the employee is due for **superannuation within two years**, he/she will be retained in the same dte/branch even after completion of the maximum prescribed tenure in order to ensure the smooth processing of pension papers and other retirement related matters and as also to ensure pre-retirement planning for the individual.

8. **Procedure to be followed for Rotational Transfer involving change of branch/not involving change of station.** In this case, the Head of the Dte i.e. ADG/DDG may constitute a committee at the Dte and the said committee may follow fundamental principles of justness and fairness to process while adhering to the minimum and maximum tenure as prescribed for the respective cadres. Organisational interest is however paramount. Completion report signed by the Head of Dte must reach this HQ by 30<sup>th</sup> Jun of each year for the perusal of DG NCC.

9. **Appointments/Initial Postings.** The recruitment is done centrally by the SSC and the candidates so selected would be given initial appointment on the basis of rank in the merit list, preference of postings, availability of vacancies, home town and other compassionate and administrative grounds.

10. **Officers posted to sensitive posts.** Each directorate / training establishment is required to identify sensitive posts in their respective office, keeping in view the Central Vigilance Commission guidelines. The officers posted to these sensitive posts, so identified, would be required to be transferred within the directorate as per the extant CVC guidelines on the subject.

11. **Posting of Husband & Wife at same station.** The DoPT extant policy on the subject would be followed. In case of employees whose spouse is employed in Govt organization in a different station, such employees may submit the Inter Dte transfer request and the same would be considered as per the extant DoP&T guidelines subject to availability of vacancy. Those employees, whose transfer requests under this clause, is accepted and posted to the station where his/her spouse is working, may be considered for RTP in the normal course after completion of maximum tenure as given



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in Para 5 of this policy. They have to complete the cooling off period of minimum one year for submission of the transfer request again under this clause, if required.

12. **Persons with disabilities.** In case of employees who have been recruited on the basis of their disabilities, may be given as far as possible, subject to administrative constraints, posting near their native place as per the extant guidelines issued by DoP&T from time to time.

13. **Types of Transfer**

(a) **On Request Transfer.** When an employee requests to be posted to a location of his/her choice, not necessarily his/her home station, for personal/professional reasons, it is termed as On Request transfer. The Board would meet twice in a year, in April and October to consider on request transfer. Requests for transfer are to reach DGNCC by 30 Mar and 30<sup>th</sup> Sep for the respective boards. These requests can be made on completion of at least two year residency period as on 30th Jun of the same year for the board to be held in April and 01<sup>st</sup> Jan of the next calendar year for the board to be held in Oct. In normal circumstances, no request for a transfer at any other time be entertained. However, in extreme cases, duly supported by facts and recommendations of the Controlling Officer, such request may be considered, subject to administrative exigencies.

(b) **Transfer on administrative grounds.** Keeping in view the organizational interest which is paramount and which overrides any individual interest, inter directorate or intra directorate transfers may be done on administrative grounds which will be considered on a case to case basis by the competent authority.

(c) **Transfer on compassionate and extreme compassionate grounds.**

(i) Officers / Staff of all grades can submit request for Inter Directorate or Intra Directorate transfer to the appropriate authorities on compassionate grounds such as illness of self /spouse/children/parents, education of children, last leg posting etc. These requests can generally be submitted after completion of minimum one (01) years of service.

(ii) For extreme compassionate grounds, there is no time limit stipulated. These requests would be considered by the appropriate board on file in an expedited time frame, subject to availability of vacancy. Posting on extreme compassionate grounds may be considered by the committee on the basis of terminal illness/disability of self, spouse, children due to serious diseases such as Cancer, Kidney failure, Coronary Artery (Bypass) surgery, Heart Attack (Myocardial Infraction), Heart Valve Surgery, Major organ Transplantation, Multiple Sclerosis, Primary Pulmonary Arterial, Hypertension, Aorta graft Surgery, Paralysis, Coma and Stroke.

(iii) If transfer is sought by an employee on medical grounds. (self/dependents), the parent unit may seek second opinion from a specialist doctor in a civil hospital, and thereafter recommend the case.



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(iv) Move of the individuals transferred on compassionate grounds will not be withheld awaiting relief to join.

(v) Request for transfers on extreme compassionate grounds should be recommended by ADG of the Dte prior to its consideration by the Committee.

(vi) The employees transferred on either compassionate or extreme compassionate grounds will be considered for rotational transfer under this policy after the stipulated time and also when aforesaid grounds cease to exist. These grounds have to be ascertained by the parent office (where the individual is posted) every year before the Rotational Transfers.

**14. Non compliance with orders issued by cadre controlling authority in case of Inter-Dte Transfer.**

(a) It shall be the duty of the concerned Coord sections to relieve such officers within the period mentioned in the order. If not relieved within the period, the officer concerned shall be deemed to have been relieved and thereafter the officer shall not be entitled to draw any salary and allowances from the directorate from which he/she has been transferred.


(b) In case of non compliance with the orders by the concerned individual, he /she shall be struck off from the strength of the concerned dte as per the date mentioned in the transfer order and their salary and allowances would be stopped till joining to their respective place of posting. Additionally, appropriate departmental proceedings may be initiated for non compliance.

**15. Exceptions to the policy.** Any exceptions to the policy would be with the approval of DG NCC.

**16. Extension of tenure on exceptional grounds.** Extension of tenure for only one year strictly on organisational grounds can be considered by the committee on the recommendations of the ADG/Head of the Dte. Extension can be granted by the Competent Authority on the recommendations of the committee which are to be recorded in writing.

**17.** Although efforts have been made to provide for broad policy for effecting transfers/ posting but there may still be many situations for which the above mentioned provisions may not be able to cater for. In all such situations and also in all administrative situations DG NCC will be the competent authority to decide/ approve the posting.

**18.** This issues with the approval of DG NCC.

  
13/9/22  
(Rahul Bhardwaj)  
Dy Dir (Pers)  
for DG NCC

