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No.102/194/ADM/DE(10)/2021(FMS:68509)
Dte Gen Defence Estates
Ministry of Defence
Government of India
Raksha Sampada Bhawan
Ulaanbaatar Marg
Delhi Cantt-110010

Dated: Sept 2022

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To

The Principal Director, DE
Ministry of Defence
Central / Southern / Eastern / Northern / Western / South-Western Command
Lucknow / Pune / Kolkata / Jammu / Chandigarh / Jaipur

Sub: Administrative instructions for consideration of representations of employees of Defence Estates Organisation for transfers / postings on different grounds – regarding.

Reference this Directorate General's letters:

- (a) No.133/26/ADM/L&C/83 dated 03.06.1983.
- (b) No. 134/Policy/ADM/L&C dated 19.06.1984
- (c) No.102/16/ADM/DE dated 02.08.1989
- (d) No.102/195/ADM/DE/LDC-UDC/2003 dated 25.11.2005 and
- (e) No.102/195/ADM/LDC-UDC/19 dated 08.05.2019.
- (f) No. 102/16/POLICY/ADM/DE/2021 (FMS:68621) dated 15.06.2021
- (g) No. 102/16/POLICY/ADM/DE/2021 (FMS:68621) dated 27.04.2021

2. A number of representations are received from time to time from other than Group 'A' and Group 'B' (Gazetted) employees of DE Organisation requesting for transfer / posting on various grounds. However, keeping in view the limited sanctioned establishment strength of each Cadre in a field office (DEO / ADEO (independent)) and the Dte of DE, it is not administratively possible to carry out frequent transfers of staff on compassionate grounds.

3. In view of the aforesaid and in furtherance to the existing instructions, it has been decided that ordinarily no representation for transfer / posting on compassionate grounds shall be entertained unless the concerned employee has completed a minimum tenure of five years in a station, except on the following grounds:

- (a) **Spouse Ground:** The request of an employee seeking transfer / posting on spouse ground will be considered to the extent possible, in accordance with guidelines contained in the DoPT OM No.28034/9/2009-Estt(A) dated 30.09.2009 and any subsequent instructions issued by DoPT in this regard.

(b) **Medical Ground:** The request of an employee seeking transfer / posting on grave medical ground concerning the employee, his / her spouse or dependent children will be considered subject to the administrative exigencies. The grave medical grounds shall generally include long term illness, which require frequent hospitalisation, long term medical treatment and serious diseases which tend to adversely affect the normal family life. The decision whether medical grounds cited by an employee are grave or otherwise shall rest with the DG DE based on medical certificates / documents enclosed with the representation.

(c) **Mutual Transfers:** The request of employees seeking transfer / posting on mutual basis would only be entertained, if one of the employees has completed at least five years of continuous service in a station or meets any of the grounds cited in the above sub paragraphs and further subject to the condition that the other employee has completed at least two years of regular service in the station.

4. As regards tenure of officers/staff posted in North-Eastern Region instructions contained in Ministry of Finance, Deptt of Expenditure O.M. No.20014/3/83-E.IV dated 14.12.1983 and any subsequent instructions issued in this regard will be applicable.

5. DG DE reserves the right to consider any case notwithstanding aforesaid criteria in exceptional circumstances, which will be clearly brought out while deciding the case. Besides, in case of any administrative exigencies, including emergent need to provide staff in an office or rationalization of staff strength, and disciplinary proceedings contemplated against an employee, DG DE may decide to transfer out an employee even if he or she has not completed minimum five years tenure in the station.

6. DG DE has approved.


(Amit Kumar)

Dy. Director General (Adm)
for Director General, Defence Estates

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