

F.No. 13(2)/2013-D(Q&C)

Government of India  
Ministry of Defence

Sena Bhawan, New Delhi,  
Dated 10.11.2025

12/11/2025  
To,  
Director General, Defence Estate,  
Raksha Sampada Bhawan,  
Ulaanbaatar Marg,  
Delhi Cantt.- 110010

CORRIGENDUM

1 Subject: Transfer / Posting Policy for Group 'A' Officers of the Indian Defence Estates Service, 2025 -reg.

Madam,

I am directed to refer Government of India, Ministry of Defence ID 13(2)/2013-D(Q&C) dated 06.10.2025 on the subject mentioned above and to issue corrigendum as under:

For:

"Para 6.11 Out of the three broad verticals in departmental hierarchy (Field/Directorate/Directorate General) an officer should be posted to at least two verticals during first 15 years of service for comprehensive experience."

Read:

"Para 6.11 Out of the three broad verticals in departmental hierarchy (Field/Directorate/Directorate General) and the fourth vertical of deputation outside the cadre, an officer should be posted to at least two verticals during first 15 years of service for comprehensive experience."

2. This issues with the approval of Hon'ble RM.

  
(Rajesh Kumar Sah)  
Joint Director (Q&C)  
Ministry of Defence

Ministry of Defence  
Department of Defence  
D(Q&C)  
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**Sub: Transfer/Posting Policy for Group - 'A' Officers of the Indian Defence Estates Service, 2025- reg.**

Reference is invited to DGDE ID No. 134/ADM/DE/10/Policy (FMS: 65151) dated 08.09.2025 on the subject mentioned above.

2. In this regard, please find enclosed herewith a copy of transfer/posting policy for Group- 'A' officers of the Indian Defence Estates Service (IDES) for further necessary action.
3. This issues with the approval of Hon'ble Raksha Mantri.

Encl: as above.

  
(Vikash Singh)  
Section Officer (Q&C)  
Tel No. 2301-6258

**DG, DE**

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**MoD No. 13(2)/2013-D(Q&C) dated 06.10.2025**

Government of India  
Ministry of Defence  
Directorate General of Defence Estates

No. 134/ADM/DE/10/Policy Dated the 8<sup>th</sup> ~~July~~ 2025

**TRANSFER /POSTING POLICY FOR GROUP 'A' OFFICERS OF THE  
INDIAN DEFENCE ESTATES SERVICE, 2025.**

**1. INTRODUCTION**

- 1.1 The transfers / posting of IDES officers were hitherto governed by the Dte Gen letter Nos. 134/Policy/Adm/L&C dated 5.9.1983, as amplified by letters of even number dated 13.02.1984 & 19.06.1984, MoD order No. 15 (1)/2006-D(Q&C) dated 07.06.2006 and No. 13(2)/2013-D(Q&C) dated 21.05.2015. These orders / instructions are reviewed and consolidated into a composite Transfer Policy as provided hereunder. It is proposed to review and consolidate these orders / instructions into a Transfer / Posting Policy.
- 1.2 Organisational growth of the Department is inevitably linked to the career development of its Officers. A transparent transfer / posting policy is vital not only as a tool for human resource management & development and planned cadre management, but also to provide better opportunities to officers to achieve professional excellence. The purpose of this transfer / posting policy is equally to address the functional needs of the Department as well as to develop a motivated workforce.

**2. TITLE AND APPLICABILITY**

- 2.1 This policy will be known as Transfer/ Posting Policy for Group 'A' Officers of the Indian Defence Estates Service (hereinafter referred to as the "Transfer Policy").
- 2.2 The transfer Policy shall apply to all Group 'A' officers of the Indian Defence Estates Service.
- 2.3 The policy shall come into effect from the date of its issue.

**3. COMPETENT AUTHORITY**

- 3.1 The Competent Authority to approve transfers / postings of Group 'A' IDES Officers in Senior Administrative Grade and above will be the Hon'ble Raksha Mantri.

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3.2 The Competent Authority to approve transfers / postings of all Group 'A' IDES Officers below the level of Senior Administrative Grade will be the Director General, Defence Estates.

#### 4. PERIODICITY OF POSTINGS

4.1 All transfers/postings orders may normally be issued annually, preferably in the months of March-April.

4.2 Transfers/postings arising out of other grounds like promotions/deputations retirements or any other administrative exigencies etc. will be effected as and when required.

#### 5. INDIAN DEFENCE ESTATES SERVICE SELECTION BOARD

MoD vide ID No. 13(2)/2013-D(Q&C) dated 21.05.2015, has constituted the Civil Service Boards comprising the following composition for considering and recommending transfers/postings of IDES officers, as per details given below:-

5.1 There shall be a Civil Services Like Selection Board (CSB) chaired by the Director General, Defence Estates, and comprising the Senior Additional Director General/one of the Principal Director as nominated by Director General, DE and Additional Director General (Administration) in the Directorate General of Defence Estates as members, which will submit its recommendations for transfers/postings of IDES officers in the Senior Administrative Grade (SAG) for approval of the competent authority i.e, Hon'ble Raksha Mantri.

5.2 There shall be a Civil Services Like Selection Board (CSB) chaired by Additional Director General (Administration) and comprising one Additional Director General as nominated by Director General, DE and Deputy Director General (Administration) in the Directorate General, Defence Estates as members, which will submit its recommendations for transfers/postings of all Group 'A' IDES officers below the level of SAG, for approval of the competent authority i.e. the Director General, Defence Estates.

5.3 While making recommendations to the Competent Authority, the Selection Boards will take into consideration, inter alia, the seniority, experience, integrity and suitability of officers available for posting vis-a-vis the available

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vacancies in the paradigm of both public interest and administrative exigencies.

5.4 Further, while considering posting of JAG level officers, first priority will be given to the designated JAG level field postings and staff postings in DGDE HQs, followed by the postings in the Command Directorates. However, whenever posting of senior STS level officers to JAG level posts is imminent due to deficiency of JAG level officers in the cadre, the consideration zone will be all STS level officers equal to the number of JAG level vacancies, subject to vigilance status or disciplinary proceedings, if any, being contemplated or integrity of officer being apparently to be under cloud, any inquiry or investigation ordered/under progress, in cases of administrative exigencies including court order or consideration on compassionate or spouse grounds etc after due scrutiny of APARs will be considered.

5.5 If, in any case, the Competent Authority does not accept the recommendations of the Selection Board, he/she shall record reasons thereof in writing.

## 6. POSTINGS: CLASSIFICATION & ELIGIBILITY

6.1 In view of the nature of functions, posts of CEO & Addl CEO/Joint CEO in a Cantonment Board and those of DEO & Addl DEO/Joint DEO in a DEO Circle will be referred to as 'Field Posts'. Post of Chief Executive Officer (CEO/Addl. CEO/Joint CEO) will be treated as 'Executive Postings'.

6.2 Posts of Senior Additional Director General, Additional Director General, Deputy Director General, Assistant Director General and Deputy Assistant Director General in the Directorate General of Defence Estates; those of Principal Director, Director, Joint Director, Deputy Director and Assistant Director in the Principal Directorates of Defence Estates will be referred to as 'Staff Posts'.

6.3 Posts of Director & Joint Director in the National Institute of Defence Estates Management, Delhi (hereinafter referred to as NIDEM) will be referred to as 'Trainer Posts'.

6.4 For the purpose of this Transfer Policy the posts of the level of Senior Administrative Grade and above will constitute the Senior Management, the posts of the level of Junior Administrative Grade, including Non Functional Selection Grade will constitute the Middle Management and those of the

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level of Senior Time Scale and Junior Time Scale will constitute the Junior Management of the IDES.

- 6.5 An officer in the Higher Administrative Grade (hereinafter referred to as HAG) may be posted as Senior Additional Director General in the Directorate General of Defence Estates, Delhi or as Principal Director in any of the six Principal Directorates of Defence Estates, against an authorized post.
- 6.6 An officer in the Senior Administrative Grade (hereinafter referred to as SAG) may be posted as Additional Director General in the Directorate General of Defence Estates, Delhi or as Director in any of the six Principal Directorates of Defence Estates or as Director in NIDEM, against an authorized post.
- 6.7 An officer in the Junior Administrative Grade, (including the Non-functional Selection Grade, hereinafter referred to as JAG and NFSG, respectively) may be posted as Deputy Director General in the Directorate General of Defence Estates, Delhi or as Joint Director in any of the six Principal Directorates of Defence Estates or as Joint Director in NIDEM or as Defence Estates Officer (hereinafter referred to as DEO) in one of the designated JAG level DEO Circles or as Chief Executive Officer (hereinafter referred to as CEO) in one of the designated JAG level posts of CEOs, against an authorized post.
- 6.8 An officer in the Senior Time Scale (hereinafter referred to as STS) may be posted as Assistant Director General in the Directorate General of Defence Estates, Delhi or as Deputy Director in any of the six Principal Directorates of Defence Estates or as a DEO/Addl. DEO in a DEO Circle or as CEO/Addl. CEO in a Cantonment Board, against an authorized post.
- 6.9 An officer in the Junior Time Scale (hereinafter referred to as JTS), on completion of departmental training, may be posted as a Deputy Assistant Director General in the Directorate General of Defence Estates, Delhi or as Assistant Director in any of the six Principal Directorates or as DEO/Joint DEO in a DEO Circle, or as CEO/Joint CEO in a Cantonment Board, against an authorized post.
- 6.10 In the initial 6 years of Service, it is desirable that the officer should be given at least two horizontal field postings (CEO/DEO) for domain exposure.
- 6.11 Out of the three broad verticals in departmental hierarchy (Field/Directorate / Directorate General) an officer should be posted to at least two verticals during first 15 years of service for comprehensive experience.

## 7. SENSITIVE APPOINTMENTS

7.1 In accordance with the instructions contained in CVC Circular No. 03/09/13 dated 11.09.2013, the sensitive posts have already been identified by the Department.

7.2 Only those officers who possess a clean vigilance record and demonstrate proven integrity shall be considered by the CSB for appointment to sensitive posts. While making such selection, the CSB may also take into account the Annual Performance Appraisal Reports (APARs) of the officers concerned, to ensure that merit, conduct and suitability are duly assessed.

7.3 Officers appointed to sensitive posts shall be subject to mandatory transfer/rotation after every 2-3 years, in line with the tenure norms prescribed by the DoP&T and the CVC from time to time. No relaxation or exception shall ordinarily be permitted in this regard.

7.4 The performance and conduct of officers serving in sensitive post will be reviewed on a regular basis. In case where any integrity related concerns arise, the officer may be transferred out of the sensitive post immediately, irrespective of whether the prescribed tenure has been completed or not.

7.5 Any officer against whom disciplinary proceedings for grave misconduct, financial irregularities, or any matter involving a vigilance angle have been instituted or are pending, or are under contemplation, or who is facing prosecution in connection with his/her official duties, shall not be considered for posting to a sensitive post.

## 8. TENURE

8.1 The normal tenure in a Field Post shall be as follows:

JTS level	:	01-02 years
STS / JAG level	:	02-03 years

8.2 The normal tenure in a Staff Post shall be as follows:

JTS level	:	01-02 years
STS level	:	02-03 years
JAG level	:	03-04 years
SAG level	:	04-05 years
HAG level	:	03 -05 years

8.3 The normal tenure in a Trainer Post shall be as follows:

JAG level : 03-04 years

SAG level : 04-05 years

8.4 While computing tenure of an officer for field postings, the total length of his/her stay in a station will be taken into account irrespective of the post(s) held by him/her in that station.

8.5 Notwithstanding the tenures prescribed under Paras 8.1 to 8.3 above, in case of any overriding administrative exigencies, the tenure of posting of officer in staff postings may be extended.

8.6 In addition to the above normal tenure, the guidelines issued from time to time by the Department of Personnel and Training of the Govt. of India with regard to transfer / posting of Group 'A' Officers on the ground of posting of spouses at one place as far as possible, medical grounds, educational grounds, physically handicapped employees, employees having differently abled children, etc. will be followed.

8.7 The Competent Authority shall reserve the right to transfer any officer, at any point of time even before completion of normal tenure specified in paras 8.1 to 8.3.

## 9. HARD/TENURE STATION POSTING:

### A. Posting at Leh

9.1 For posting of an officer to Leh, in addition to any other condition prescribed by Government, following criteria as stipulated vide DGDE letter No. 102/16/POLICY/ADM/DE/2021 dated 15.06.2021, as amended vide letter of even number dated 27.04.2022, will be followed:-

- (a) *The posting tenure will be 02 years including upto 4 months of paid leave of all kinds;*
- (b) *After completion of the tenure, officer will preferably be considered for posting to a choice station out of three stations preferred by him/her, subject to administrative exigencies/feasibility.*
- (c) *Officers above the age of 50 years will not be considered for posting to Leh unless they volunteer for the same.*
- (d) *There will be a cooling off period of five years between two postings at Leh unless the concerned officer volunteers himself/herself.*

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- (e) Officers posted twice at Leh will not be posted there again unless they volunteer themselves.
- (f) These instructions will not apply to officers belonging to the UT of J&K and UT of Ladakh.

#### **B. POSTING TO OTHER TENURE/HARD STATION**

9.2 For posting of an officer to other tenure station(s), following general principles/criteria as prescribed by Government of India, Ministry of Finance, Deptt of Expenditure vide OM No. 20014/3/83-E.IV dated 14.12.1983, will be followed:

- (i) The duration of tenure of the officers at the time of posting with service of ten years or less is 03 years and for those more than ten years is 02 years.
- (ii) An officer beyond fifty five years of age will generally not be considered for posting to a tenure station, unless the concern officer volunteer for the same.
- (iii) After completion of tenure, officer will preferably be considered for posting to a choice station out of three stations preferred by him/her, subject to other administrative exigencies/feasibility.

#### **10. POSTING ON SPOUSE GROUND:-**

10.1 In accordance with the extent instructions/guidelines as contained in DoP&T OM No. 28034/9/2009-Estt.(A) dated 30.09.2009, request of officer for posting on spouse ground may be considered to the extent possible by the Director General, Defence Estates.

#### **11. POSTING OF OFFICERS ON GROUNDS OF PERMANENT DISABILITY:-**

11.1 In accordance with the extent instructions/guidelines as contained in DoP&T OM No. 14017/16/2002-Estt.(RR) dated 13.03.2002, the request of officers with permanent disability for posting to a place of their choice may be considered preferably to the extent possible, by the Director General, Defence Estates.

#### **12. POSTING OF OFFICERS ON GROUNDS OF DIFFERENTLY ABLED CHILDREN:-**

12.1 In case of officers with differently abled children, posting and transfers will be guided as per DoP&T guidelines issued vide OM No. 42011/3/2014-

Estt(Res) dated 06.06.2014. The Director General, Defence Estates may consider preferably to the extent feasible.

**13. POSTING ON MEDICAL GROUNDS**

- 13.1 The request for posting on extreme/critical medical grounds ground may be considered to the extent possible, by the Director General, Defence Estates.
- 13.2 However, such request for posting on medical grounds may be considered preferably for a non-executive posting.

**14. EXTENSION/RETENTION OF POSTING ON CHILDREN EDUCATIONAL GROUND**

- 14.1 Request of officers with children in Class 10 and Class 12 for retention/extension of tenure, will be given special consideration to the extent possible, by the Director General, Defence Estates.
- 14.2 However, in such cases, the retention/extension will be allowed till end of academic session only.

**15. POSTING ON COMPASSIONATE GROUND**

- 15.1 The request for posting on compassionate ground may be considered to the extent possible, by the Director General, Defence Estates. However, such request will preferably be considered for non-executive postings.

**16. LAST LEG POSTING**

- 16.1 Due consideration will be given to the request of officers who have less than 02 years of residual service before superannuation and have requested for Last Leg posting.
- 16.2 The request for Last Leg Posting may be considered by the Director General, Defence Estates for posting against a non-executive post to the extent possible.
- 16.3 The tenure of Last Leg Posting may be restricted to a period upto 02 years.

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**17. POSTING ON REPATRIATION FROM DEPUTATION/STUDY LEAVE/LONG TERM TRAINING**

17.1 An officer returning to the Department from deputation to Central or State Government Ministries/Departments or their PSUs or long term training/Study leave, shall not normally be posted to the post from where he/she proceeded on deputation/Study leave/Training even if he/she had not completed his/her tenure in that post. However, an officer may be posted in the station at which he/she was posted while on deputation, subject to availability of a post/vacancy in that station, if in the opinion of the Competent Authority it would be in public interest to retain the officer in that station.

**18. REPRESENTATION AGAINST TRANSFER/POSITING**

18.1 Representation, if any, of SAG and HAG level officers received through proper channel, against their postings, will be forwarded to Ministry of Defence for consideration of the Competent Authority.

18.2 Representation, if any, of below SAG level officers received through proper channel with recommendations of the concerned Dte, against their postings, will be considered by the Director General, DE.

**19. IMPLEMENTATION OF POSTING**

19.1 Posting orders will indicate whether the move is by a specific date or on relief. Other than in exceptional cases, the posting order will be implemented within a period of 15 days of its issuance.

19.2 Further, once any representation of individual officer against posting is turned down, the move should be implemented within the stipulated time frame, if the prescribed normal period of implementation has expired.

19.3 The concerned Controlling Officer/Dte. will monitor and ensure implementation of postings as ordered.

19.4 Non-implementation of posting order within prescribed time will be viewed seriously and appropriate action as deemed fit, will be initiated against the concerned officer.

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