

1502247/2020/AD (A-II)

08/05/2015

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No.15/03/99-A.II  
Government of India  
Ministry of Urban Development  
Directorate of Printing  
B-Wing, Nirman Bhawan

New Delhi, dated 5<sup>th</sup> May, 2015CIRCULAR

The undersigned is directed to circulate the Transfer Guidelines for the Group-A/B officers and Group-C officials working in various Govt. of India Presses and units under this Directorate for its compliance.

2. This issues with the approval of the competent authority.

Encls.: As above.

*A. Radharani*  
(A.Radha Rani)  
Deputy Director (A.I)

To

All GIPs/GITBPs/units under Directorate of Printing

Copy to:

1. JD(A-I)/JD(A.II)/General Manager, GIP, Minto Road
2. DD(A.I)/DD(A.II)/DD(Ptg.)/DD(B&F)
3. US(PSP)
4. PS to Director (Ptg.)
5. AD(OL), Dte. of Printing for its Hindi Version.
6. AD(CDN) for uploading it in this Dte.'s website.

P &amp; P

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**Applicability:**

These Transfer Guidelines are applicable to all Group A & B officers and Group C officials of GIP's who are appointed on all India transfer liability. The officers are liable to be posted in any of the presses/ branches under the Dte. Of Printing in the public interest.

Strict compliance: After issue of transfer order, the controlling officer shall be responsible for its strict compliance and immediate relieving of the officer/official.

GIPS/Branches/GITBPs may be classified into four Zones, i.e. North, East, West and South. While making the transfers, zones may also be taken into consideration.

**Contents of Transfer Policy**

- (1) **Types of Transfer:** The various types of transfers of officers/officials have been categorized as under:

- (A) Tenure Transfer
- (B) Transfer on promotion
- (C) Transfer due to administrative exigencies
- (D) Request transfer.

(2) **Implementation Details**

A. **Tenure Transfers:**

- (a) The normal tenure for rotational transfer for all officers/officials at one Press will be for 4 years. In the case of a station where more than one press is situated, the four years tenure will be counted for that station, as a whole. No extension is to be considered for retention, unless under very exceptional circumstances, to be approved by Director of Printing. The request for such an exceptional transfer will also be considered only with the rotational transfer. GIPs being industrial units and in the interest of peace and productivity, DoP may curtail/ increase the tenure. However, such decision can be taken with the approval of Director of Printing.
- (b) On promotion, the transfer policy will not be applicable.
- (d) Matching of human resource with requirements of the posts and placing of officials in the choice of stations may be considered in the overall context of administrative requirements and austerity measures. In respect of officials other than Group "A" & "B", the seniority will be fixed as per DOPT's O.M. No. 20011/1/2008-Estt.(D) dated 11<sup>th</sup> Nov, 2010

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**B. Request Transfer**

- (i) Normally no request for transfer before completion of tenure will be entertained. However, in exceptional circumstances, these transfers will be considered on valid grounds, supported by documentary evidence subject to the following conditions:

- (a) Availability of vacancies.
- (b) Mutual exchange in the same post and same grade, subject to the consent of the borrowing/ lending Head of Presses.

**(iii) Request for retransfer back to the same old station:**

No request for posting at previous station will be considered, unless there is an exceptional circumstance and such cases will be approved by Director of Printing.

**D. Transfer in Exigencies:**

The Director of Printing shall, in the exigencies of work or operational compulsions may transfer any official/ officer to any place in the interest of smooth functioning & production of the GIPs, irrespective of the provisions contained in these guidelines.

- E. Rotational transfer of officers in sensitive posts - Officers/officials in the sensitive posts shall be posted and transferred as per CVC guidelines in this regard.

**G. Transfer of officers due for superannuation**

Officers/Officials left with two years of service before their date of superannuation, may normally be exempted from rotational transfer. As far as possible, the officer/ official may be given his/her choice of posting during his/her last two years of service.

- H. Posting of husband and wife at the same station - Posting of husband and wife at the same station shall be governed by DOP&T instructions as issued from time to time.

**Transfer Committee:**

There shall be a Committee to consider a request for transfer/postings/extension of tenure etc., which will meet twice a year to consider such cases or as & when a need arises for the same. The constitution of the committee shall be :

Joint Director (Admn.)  
General Manager  
Deputy Director (B&F)  
Deputy Director (Printing)  
Deputy Director (I & II)

Director of Printing will have all powers to over-rule all the terms & conditions by recording the reason(s) in the best interest of the development of the press.

- (4) This issues with the approval of the Director of Printing.