

Rotational Transfer Policy of Officers working in sensitive posts as well as other posts at head office and regional office of Serious Fraud Investigation Office (SFIO)

This policy shall be governed by the Annual Rotation Transfers of officers (both Regular and deputation) in SFIO.

1. Transfer Liability:

All officers are liable to be posted in any of the offices of the Serious Fraud Investigation Office anywhere in India or outside.

2. Office Tenure of Posting:

- i. **Group-A and Group-B (Gazetted) Officers (For Regular and Deputation):** Tenure of Officer/Officials at this level shall be for a period of maximum 3 years in a Unit/Section/Division;
- ii. **Group-B (Non-Gazetted) Officers (For Regular and Deputation):** Tenure of Officer/Officials at this level shall be for a period maximum 3 years in a Unit/Section/Division;
- iii. Provided that 3 years tenure of rotational transfer of officers may be exempted for those officers on deputation in a post of specialised subject and such posts of specialised subject are not functional in other units/divisions in an office/a station.

3. Station Tenure of Posting for SFIO Cadre:

- i. In case of **Group-A & Group-B (Gazetted officer)**, normal station tenure for Group-A Officer shall be 5 years, extendable up to 7 years, depending upon administrative exigencies. An officer can be posted out of station before completion of station tenure, but, normally not before 3 years.
- ii. In case of **Group-B (Non-Gazetted)**, normal station tenure of in an office shall be for 5 years, extendable up to 10 years, an

officer can be posted out of station before completion of station tenure, but, normally not before 3 years.

- iii. Transfer before completion of office tenure may however be ordered in cases of administrative exigencies and on compassionate grounds.
- iv. **Transfer on promotion:** The promotions will normally entail a change in office/ station.
- v. **Re-posting restrictions:** An officer normally may not be re-posted to same office within 5 years from the date of his/her last transfer from that office. He/she may, however, be posted back to the same office at higher levels after 3 years.
- vi. For the purpose of reckoning the tenure of posting at a particular station/region, the period served in all posts/grades will be counted as a whole and shall be considered for counting the aforesaid period.
- vii. Station tenure policy under Para 3 will be applicable to officials/officers in the cadre of SFIO.
- viii. Officials/ Officers posted in SFIO on encadred posts or on loan basis, the Transfer Policy of the respective Cadre Controlling Authority/Department/Ministry such as Ministry of Corporate Affairs, DoPT, etc will remain applicable.

4. Station Tenure of Officers on deputation:

Officer from other cadre of service of Department/Ministry/Government/Organisation, is working in SFIO in deputation for initial period 3-5 years and upon extension of deputation period of the officer, such officer may continue to work for beyond 5 years in a station/an office and up to 7 years, place of posting of such officer (on deputation) will be decided by SFIO depending upon administrative exigencies.

5. Modalities of Annual Rotational Transfer:

Rotational Transfers from one Unit to other within the same office/regional shall be made upon completion of the term. The annual transfer from one region to other shall be undertaken during the months of March- April each year. The transfer posting shall be made with an objective of rotational postings in different regions.

6. Request Based Transfers:

An officer may make request for transfer/retention at a particular place of posting on the following criteria:

- i. Superannuation within 2 years;
- ii. Working Spouse;
- iii. Children below 5 years;
- iv. Serious/ terminal disease and/ or extraordinary disabilities of self/ family members.

7. Mid-term transfer:

Mid-term transfer will be considered in exceptional circumstances or on administrative grounds.

8. Procedure for Annual Rotational Transfer:

All applications regarding transfer should be made through proper channel enclosing all the relevant documents to the Administration Division of SFIO between 1st January to 10th February of every year. All such applications will be considered by a committee of officers comprising of Addl. Director, CVO and Deputy Director (Admn) as constituted by SFIO. The aforesaid committee will examine the requests and will make its recommendations to the Director, by 25th February of the year.

9. Other Aspect:

Notwithstanding anything contained in this Policy:

- i. Director, SFIO (being Competent Authority), if considered necessary may in the public interest/ interest of the organisation may transfer/retain or post any officer/staff to any office/station depending upon the exigency of work.
- ii. Director, SFIO, if considered necessary may transfer/retain or post any officer/staff to any office/station for administrative reasons at any time.
