

F. No. 2(1)/2019-Pers./3108906
Government of India
Ministry of Electronics and Information Technology
National Informatics Centre
(Personnel Division)

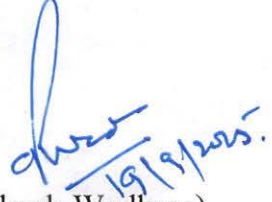
A-Block, CGO Complex,
Lodhi Road, New Delhi – 110003
Dated 19.9.2025

Circular

The undersigned is directed to circulate the new Transfer Policy of National Informatics Centre-2025.

2. The Transfer Policy of NIC-2025, supersedes the Transfer / Posting Policy of National Informatics Centre issued vide O.M. No. 2(1)/2019-Pers./3108906 dated 27.7.2020 and amendments issued on the subject from time to time and comes into force with immediate effect and until further orders.

3. This issues with the approval of Director General, NIC.


(Om Prakash Wadhwa)
Director
Email: director-pers@nic.in
Ph. 011-24305429

To

1. All Employees of NIC.....Through DigitalNIC
2. Office of Secretary, MeitY
3. Office of the Director General, NIC
4. Head of Group, Office Automation Division...with a request for necessary facilitation for implementation of the Transfer Policy of NIC-2025
5. Vigilance Officer, NIC
6. Hindi Section...for Hindi Translation
7. Guard File



Dated: 18/9/2025

Preface

The Transfer Policy of NIC - 2025, is applicable to all regular employees, both Scientific & Technical (S&T) and non-S&T, within the National Informatics Centre (NIC).

2. As an attached office of the Ministry of Electronics and Information Technology (MeitY), NIC recognizes the vital role of its workforce in delivering critical services and maintaining essential Government infrastructure.
3. The policy emphasizes regular rotation of manpower to foster professional growth, ensure broad exposure across various domains, and enhance organizational efficiency. Specific tenure guidelines for officers at different levels have been specified for the functionaries, including Head of Group (HoG), State Informatics Officer (SIO), Head of Division (HoD), Additional State Informatics Officer (ASIO), District Informatics Officer (DIO), Additional District Informatics Officer (ADIO), and District Informatics Assistant (DIA). Special provisions are also outlined for postings in sensitive sections and hard/remote areas, as well as considerations for Divyangjan employees and transfers on compassionate grounds.
4. The policy aims to balance organizational requirements with the well-being of employees; ensuring transparency, fairness, and ensures that administrative exigencies are met. It aims to streamline the transfer process, contributing to a dynamic and effective work environment within NIC.

(Abhishek Singh)
Director General

Transfer Policy of National Informatics Centre - 2025

1. This transfer policy is applicable for transfer / posting of all regular employees (both Scientific and Technical (S&T) and non-S&T) working in the National Informatics Centre (NIC), an attached office of the Ministry of Electronics and Information Technology (MeitY).
2. There shall be regular rotation of manpower for which the following guidelines shall be applicable:
 - i. Tenure of officers as Head of Group (HoG) in a particular sector at NIC Headquarters or State Informatics Officer (SIO) of a State / Union Territory (UT) Centre shall be for a normal period of five years, which can be further extended for a maximum period of 2 years by competent authority by recording reasons for such extension.
 - ii. Tenure of officers as Head of Division (HoD) in a particular sector at NIC Headquarters or Assistant State Informatics Officer (ASIO) in a State /UT centre shall be for a maximum period of five years, which can be further extended for a maximum period of 2 years by competent authority by recording reasons for such extension.
 - iii. Tenure of officers functioning in the position of District Informatics Officer (DIO)/Additional District Informatics Officer (ADIO)/District Informatics Assistant (DIA) in a District Centre shall be for a normal period of five years and the maximum tenure for service in the District Centres within a State/UT shall be 15 years. In case, number of districts being affected with transfers as per this is more than 15% of the total number of districts, then the transfers in a year will be restricted to a maximum of 15%. In such cases, officer with longest tenure shall be transferred first.
 - iv. The tenure of posting for all other officials in a particular Group/Division/Project/ at the NIC Headquarters, Ministries, Departments, Organizations (MDOs) and State/UT shall be for a period of five years. The tenure of stay for all officers, in a single stretch at the NIC Headquarters [includes posting at Ministries, Departments, Organizations (MDOs), NIC Headquarters, Data Centre etc. and NCT of Delhi] or in a State/UT shall be a maximum of fifteen years.
 - v. Tenure of officers posted in sensitive section/post and/or handling sensitive work shall be for a maximum period of three years and only in exceptional circumstances, this may be extendable for a period of one year with approval of the Competent Authority for specified reasons and such extension, may be exercised up to a maximum of two times i.e., the upper limit of tenure in a sensitive section / work allocation shall be five years. Identification of a post / work / section for this purpose, shall be as per the CVC guidelines issued from time to time and notified by the concerned section / authority.
 - vi. The organisational requirements, functioning of Critical Infrastructure / Services Divisions / Projects of Government etc., may be taken into consideration by the transfer committee while recommending rotation of officials such that not more than 15% of Officers be transferred from a Division / Project during the year to the extent possible. In case, number of officers proposed to be transferred exceeds the 15% of existing officers, then the officers



with the longest tenures in the concerned Division/ Services/ Project will be transferred first.

3. Inter-State transfers of S&T / non-S&T officials of NIC may be effected on recommendations of duly constituted Transfer Committee(s) constituted from time to time and the authority competent to constitute a transfer committee and effecting the transfer of an official on recommendations of these transfer committees will be the Director General, NIC.

4. The rotational transfers and transfers on compassionate grounds shall be done once in a year preferably during the month of March.

5. Transfer/ Posting of S&T Manpower within a State / UT:

- i. Transfer/ Posting of NIC officials within a State / UT to be effected on recommendations of the State Level Transfer Committees, whose recommendations will be duly forwarded by State Informatics Officer through the State Coordinator to the Personnel Division at NIC Headquarters for approval of Competent authority.
- ii. Personnel requirements of District Centres shall be fulfilled from the available manpower in the State / UT in such a way that two officials (one DIO and one DIA) may be posted at each district of the State / UT from the Below Group- 'A' (BGA) cadre only.
- iii. Group-A S&T officers in the grade of Scientist-B and above may be posted at State / UT Centre, Data Centres, Centres of Excellence, Project Offices or NIC Headquarters.
- iv. DIO/ADIO/DIA may not be transferred together from the same district centre and there should be a gap of at least three months to ensure smooth functioning at District Centre.
- v. To meet exigency of work in State / UT, temporary transfer of official(s) within the state may be effected by the State Informatics Officer with concurrence of State Coordinator and the Personnel Division shall also be kept informed. This will be for a maximum duration of 3 months.

6. There shall be a mandatory transfer / posting, on promotion of an official to the following grades / posts:

- i. Group-A S&T officer, on promotion from the grade of Scientist-D to Scientist-E, subject to the condition that the officer has not been transferred during the last 5 years under the rotational transfer;
- ii. S&T official on promotion from the grade of Scientific Officer/Engineer-SB to the grade of Scientist-B, subject to the condition that the officer has not been transferred during the last 5 years under the rotational transfer;
- iii. Non-S&T officials, on promotion from the grade of Assistant Section Officer to the post of Section Officer;


- iv. Promotion/transfer of all non-S&T officials shall be subject to availability of vacancy of post.
7. Transfer of S&T officers, from and to a notified Hard Area / Remote Location shall be as per the extant rules / guidelines of the Government of India and subject to following:
- i. Tenure of posting for the S&T officers posted to a hard area / remote location, shall be for two years and the tenure period shall exclude period of leave, of all kinds, exceeding a total of 30 days in a year, unauthorized absence etc.
 - ii. Choice posting to the extent possible may be considered after completion of the hard area posting tenure.
 - iii. An officer, who has served full tenure of two years in a hard area/remote area may be exempted for posting to Hard Area / Remote location for the second time, to the extent possible.
 - iv. Officials with less than two years' service to attain retirement on superannuation may not be considered for transfer / posting to a hard area / remote location.
 - v. In the event of more than one officer opting for same place of posting, the officer coming from hard area may be given preference and officer retiring within a period of two years, may be next in the order of preference.
 - vi. Requests of officials for voluntary posting to hard areas may be considered, subject to extant rules, policy guidelines and fulfilment to the condition that the applicant is not a domicile of that state.
8. Officials with less than two years of service to attain retirement on superannuation may not be considered for rotational transfer involving change of headquarters, which shall however be subject to availability of post.
9. The request for transfer by an employee to be submitted through online system available at <https://digital.nic.in> and notified from time to time.
10. Applications/requests for compassionate transfer / postings submitted through online system shall be considered by the transfer Committee.
11. Request for transfer / posting of husband and wife at the same location may be considered as per the instructions / guidelines issued by the Government subject to availability of vacancy and administrative exigencies.
12. Transfer / Posting of Divyangjan: An employee who is himself / herself a person with disability as per prescribed norms of the Government or is a care-giver of dependent daughter / son / parents / spouse/ brother / sister, etc., with specified disability, as certified by the authorized medical certifying authority as a Person with Benchmark Disability as defined in the Rights of Persons with Disabilities Act, 2016 may be considered sympathetically from transfer subject to the administrative constraints after due verification of credentials from the service records.

13. Transfer of an official on compassionate grounds shall be subject to review after two years, from the date of transfer and such officials may also be considered along with other officials for transfer / posting under the transfer policy.

14. Officials transferred with approval of the competent authority are to be relieved of his / her duties within the period specified in his/her transfer / posting order.

15. The power for posting/ transfer an official in exigency of service shall vest with the Director General of NIC in his / her capacity as Head of Department to be exercised by him / her in public interest.

16. The power to review, modify, relax or amend the provisions of this policy shall vest with the Director General, NIC.


16/11/12

