



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)(An Autonomous Organization under the Ministry of Education, Govt. of India)

No. CBSE/Rectt.Cell/3(1)/TP/2024/8882-981

Dated:07.06.2024

NOTIFICATION

The Board has issued Transfer Policy vide Notification No. CBSE/Rectt.Cell/TP/2017/001-100 dated 01.01.2018 to bring transparency in transfers and postings, effectiveness of employees in discharging their functions, better manpower management vis-à-vis requirement of staff in various units/offices of the Board. These guidelines have been made after assessing the sanctioned strength of employees and geographical location of Regional Offices/COEs.

The Board has gained experiences in last six years on the areas of concern of Transfer Policy which requires suitable modifications to establish proper checks and balances between public and individual interest for greater transparency. The Board as per laid down objectives in CBSE Manual of Rules and Regulations performs regulatory functions for conducting public examinations and affiliating schools. Therefore, it is essential that the Board's Transfer Policy should take care to avoid conflict of interest while making initial postings on joining of new employees and posting on promotion or transfer of its employees especially in Regional Offices of the Board for bringing public trust and confidence amongst its stakeholders.

Accordingly, in supersession to existing Transfer Policy dated 01.01.2018, the Competent Authority of the Board has approved the revised Transfer Policy guidelines made after assessing the sanctioned strength of employees and geographical location of Regional Offices/COEs which is as under:-

1. Applicability of this policy:

- 1.1 All the employees of the Board including Heads of Departments in exceptional circumstances, but not including the officers posted on deputation to the Board by Govt. of India are liable to be transferred anywhere in India in Boards' offices/units at any time in administrative exigency and in public interest only except in the Regional Office having jurisdiction over the District of their declared Hometown.
- 1.2 If an employee has 01 year of service left for retirement, they may not be transferred except in exceptional circumstances and in public interest. However, any employee having less than 01 year of service may be considered for choice posting on his own request to the extent administratively possible.
- 1.3 No employee of the Board either on initial joining in the Board at any level or on promotion to the post of Superintendent & equivalent and above shall be posted in the Regional Office having jurisdiction over the District of their declared Hometown.

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-2-

2. Tenure of certain posts and transfer/rotation of certain postings:

- 2.1 The tenure of Regional Officer/Head of COE shall normally be for a continuous period of three years term from the date of his/her posting/transfer to a Regional Office/COE as Regional Officer/Head of COE except for administrative reasons in public interest. Efforts would be made to provide stability of tenure of Regional Officer/Head of COE.
- 2.2 All Group "A" and "B" officers on sensitive posts shall be mandatorily transferred/rotated after every three years from their respective posting/assignment to any other Departments/Units/Regional Offices/ CoEs.
- 2.3 All Group "C" employees of the Board shall be rotated after every three years within Departments/Units/ Regional Offices/ CoEs as per office requirement to the extent administratively possible.

3. Implementation of transfer orders:

- 3.1 All the transfer orders issued by Competent Authority will be implemented without fail within 07 days from the date of issue of orders subject to maximum of 15 days in case of official(s) handling cash, store or secret work for handing over the charge.
- 3.2 After 07/15 days, as the case may be, the transferee shall be considered as deemed relieved from the transferred post.

4. Linkage of promotions with transfers:

- 4.1 The promotion to the post of Superintendent and above and their equivalent Officers of other cadres shall be linked with transfer to outside place of posting except in the Regional Offices having jurisdiction over the District of their declared Hometown on the following criteria: -
 - a) Normal tenure of stay will be 03 years on promotion & transfer at outstation offices to places which are located within 1000 kms from the present place of duty and 02 years for the offices which are more than 1000 kms from present place of duty.
 - b) The employee can make request for transfer only on completion of above tenure except for the Regional Offices having jurisdiction over the District of their declared Hometown. All such transfer request shall be properly registered only through the official online portal of the Board.
 - c) Employees upto the level of Senior Assistant & equivalent shall be retained at same office/station on promotion. However, they shall be posted to any other Section/Branch/ Unit/Department/ Office.

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-3-

- d) The employees who refuse promotion shall be debarred for promotion for one year from the date of issue of promotion order.
- e) The employee who is superannuating within one year, he/she may be considered for promotion at same place where he/she is presently posted or at his/her choice station to the extent administratively possible.
- f) The employee who have requested for change of place of posting on promotion/transfer and his/her request is considered, shall not be eligible for transfer grant/ TA-DA.
- g) Employees with major benchmark disabilities (PwBD) / having dependent child with intellectual disability may be considered for promotion to the extent administratively possible at same place where he/she is presently posted or choice of his/her station.
- h) Employees who are single parent/ within 2 years of death of spouse/child may be considered for promotion to the extent administratively possible at same place where he/she is presently posted or choice of his/her station, except in the Regional Office having jurisdiction over the District of their declared Hometown.
- i) Employee shall be eligible for transfer grant/TA/DA on transfer after completion of normal tenure of 3 years on a station even in case of transfer on their own request.

5. Posting in cases of direct recruitment on first appointment:

- 5.1 Posting orders issued in cases of direct recruitment on initial appointment in the Board shall be made against available vacancies in Regional Offices/COEs of the Board except in the Regional Office having jurisdiction over the District of their declared Hometown.
- 5.2 The transfer requests by such new incumbents of any Group shall not be considered before completion of a minimum period of 5 years at their initial posting. Further, their posting on transfer shall not be made in the Regional Office having jurisdiction over the District of their declared Hometown.

6. On grounds of marriage:

- 6.1 Husband and wife working in CBSE or in Central/State Govt. organisations may be considered for posting or transfer to the extent administratively possible at the same station/area except in the Regional Office having jurisdiction over the District of their declared Hometown. No transfer grant/TA/DA shall be admissible in case of transfer on their own request.

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-4-

7. General guidelines:

- 7.1 An employee can register for transfer only on completion of prescribed tenure as provided under different provisions of the policy. All transfer requests received by 31st March of every year, may ordinarily be processed in April to September that year.
- 7.2 It may be noted that the foregoing clauses do not in any way guarantee a claim by any officer for a particular transfer. These guidelines shall be the guiding factor only. For all transfers, administrative exigency and public interest shall be supreme.
- 7.3 No employee shall bring in any outside influence for transfer/change/ modification of transfer orders. In case it is established that such an influence espousing the cause of an employee is received, it shall be presumed that the same has been brought in by the employee and action as deemed fit may also be initiated under CBSE Service Rules, 1985 combined with CCS (Conduct) Rules, 1964 against such an employee.
- 7.4 Transfer and postings of the employees will be made only against the sanctioned posts in an office subject to administrative exigency and public interest. In case there is no vacancy available at the place of request, the employee may be posted at his/her choice place of posting after vacancy arises in that particular office except in the Regional Office having jurisdiction over the District of their declared Hometown.
- 7.5 Notwithstanding these guidelines, Chairperson, CBSE shall be the Competent Authority to transfer any employee of the Board for administrative exigency and in public interest over and above these guidelines.
- 7.6 It is abundantly clarified that the criteria for selection for transfer to a particular post / place on request shall be against the sanctioned post and on the basis of administrative exigency and in public interest only and as per the priority of date of application.

(HIMANSHU GUPTA)
SECRETARY

Distribution:-

1. Deputy Secretary to Chairman, CBSE for kind information of the Chairman, CBSE.
2. All Heads of Departments/ Regional Directors of the Board.
3. Joint Secretary (A&L)/ (Affiliation)/ (Coordination)/ (IT)/ IAFA.
4. All the Regional Officers/ Head of COEs of the Board/ ACCPD, Rae Bareli.
5. All officers of the Board upto the level of Section Officer with the request to bring the above guidelines amongst officials working under them.
6. President, Shiksha Board Staff Welfare Association.
7. Hindi Cell, CBSE, Headquarters for Hindi Translation.
8. Scrap file/Guard File/Notice Board.
