



No. CBSE/RECTT. CELL/TP/2017/00/-/00

Dated:-01.01.2018

### NOTIFICATION

Consequent upon the approval of the Board's Governing Body vide item no XIII in its meeting held on 15.12.2017, the Board has decided to implement Transfer Guidelines to bring transparency, effectiveness in discharge of its functioning, better handling of manpower vis-à-vis requirement of staff in various units / offices of the Board and to streamline the transfer procedures. These guidelines have been made after assessing the sanctioned strength of employees and geographical locations of Regional Offices/COEs. These Transfer Guidelines shall come into effect from the date of its notification.

The salient features of the transfer guidelines / policy are as under:

#### 1. Applicability of this policy:

- 1.1 All Group "A" & "B" officers 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 public / administrative interest
- 1.2 If an employee has **02** years of service left for retirement, he/she shall not be transferred. However, any employee having less than three years of service on request will be considered for his choice posting.

#### 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. Efforts would be made to provide stability of tenure of Regional Officer/ Head of COE.
- 2.2 All group A Officers on sensitive posts shall be transferred / rotated after every three years from his/her respective posting / assignment to any other Regional Office / Units / Departments / COE.
- 2.3 Officers / Officials upto level of Section Officers and equivalent posted in Delhi NCR shall be rotated after every three years within departments of existing offices / units / departments located in Delhi NCR (viz. Head Office / NEET / CTET / JEE / UGC-NET / Academic Unit / COE, Gurugram / Regional Office, Delhi) as per Office requirement.

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- 2.4 Officers / Officials upto level of Section Officers and equivalent posted in Offices other than Delhi/NCR shall be rotated after every three years within the existing Regional Offices / COEs located outside Delhi NCR, where they are posted.

**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 Section Officers and above and their equivalent Officers of other cadres shall be linked with transfer to outside place of posting on the following criteria:-
- Normal tenure of stay will be **02 years** on promotion/transfer at outstation offices to places which are located within 1000 kms from the present place of duty and **01 years** for the offices which are more than 1000 kms from present place of duty.
  - The employee can make request for transfer only on completion of above tenure. All such transfer request shall be properly registered only through online mode directly to Head Quarters. **Any request which is not routed through the Head of the concerned office will also be registered / accepted for consideration.** (Until the online mode is made functional, applications shall be accepted in offline mode directly at HQs).
  - Officials upto the level of Superintendent & equivalent shall be retained at same place / area of posting on promotion.
  - The Officers/Officials who refuse promotion shall be debarred for promotion for **one year** from the date of issue of promotion order.
  - The Officer who is attaining the date of superannuation within **two years**, he/she may be considered for promotion at same place where he/she is presently posted or at his/her choice station.
  - The Officers / Officials 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.

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- g) Persons with major disabilities (PWD) / single parent having minor dependent children / employee having mentally retarded child / within 2 years of death of spouse/child may be considered for promotion at same place where he/she is presently posted or choice of his/her station.

**5. Mutual Transfers:**

- 5.1 Requests for mutual transfer shall be considered only after completion of **02 years** from the places which are located within 1000 kms from present place of posting and **01 years** from the places which are located more than 1000 kms from present place of posting by both incumbents, subject to condition that no transfer grant / TA-DA shall be admissible on mutual transfer/posting.

**6. Posting in cases of direct recruitment on first appointment:**

- 6.1 Posting orders issued in cases of direct recruitment on first appointment will be preferred against available vacancies in Regional Offices/COEs of the Board.
- 6.2 Any requests by such incumbents for transfer shall not be considered before completion of a minimum period of **7 years** for Group "A" Officers and **7 years** for Group "B" & "C" Officials *at the place of his choice*.

**7. On grounds of marriage:**

- 7.1 Husband and wife working in **CBSE** may be posted at the same station/*area*.
- 7.2 Where an Officer's/employee's spouse is also a Govt. servant in an organization other than the Board, the said Officer/ employee can apply for transfer on same place and such cases *may* be considered (as request transfer). No transfer grant / TA/DA shall be paid.

**8. General guidelines:**

- 8.1 *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 31<sup>st</sup> March of every year, shall be processed in April to June that year.
- 8.2 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, public/administrative interest shall be supreme.

*Anusup Tripathi*



- 8.3 No officer 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 officer is received, it shall be presumed that the same has been brought in by the officer. Action under CBSE Service Rules may also be initiated against such an officer.
- 8.4 In case there is no vacancy available at the place of request, the officer/employee may be posted at his / her choice place of posting after vacancy arises in that particular office.
- 8.5 Notwithstanding the guidelines in this Circular, Chairperson, CBSE shall be the Competent Authority to transfer any Officer / employee of the Board in public / administrative interest over and above these guidelines.
- 8.6 It is abundantly clarified that the criteria for selection for transfer to a particular post / place on request shall be on the basis of administrative/public interest and as per the priority of application.

This issues with the approval of Competent Authority.

*Anurag Tripathi*  
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SECRETARY

**Distribution:**

1. PS to Chairperson, CBSE.
2. SPSs to Secretary / Controller of Examinations / Directors, CBSE.
3. PS to Additional Director(Academic & Vocational) / JS(IT) / PRO, CBSE.
4. All the Regional Offices/CoEs of the Board.
5. The DS(IT) with a request to upload on Board's web-site.
6. The Assistant Director(OL) with a request to provide Hindi version.
7. All other officers of the Board upto the level of Section Officer with the request to bring the above guidelines amongst the officials working under them.
8. President, Shiksha Board Staff Welfare Association.
9. Scrap file/Notice Board.

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