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F.No.3(2)/2014/Admn-II
Government of India/Bharat Sarkar
Ministry of Labour & Employment
Office of the Chief Labour Commissioner(C)
New Delhi

New Delhi dated 18.03.2014

OFFICE MEMORANDUM

Subject:-Transfer Policy guidelines in respect of Group 'B' & 'C' Non-Gazetted employees of Zonal/Regional/Field Offices under organisation of Chief Labour Commissioner(Central).

The undersigned is directed to refer to this office Memorandum No. Admn.II/3(15)/95 dated 30th November,2000 regarding transfer policy guidelines in respect of Group 'C' including MTS of CLC© Organisation and to issue revised policy guidelines in the matter :

INTER-REGIONAL TRANSFER:

1. All transfer requests of LDCs, Stenos and MTS from field/regional offices of CLC© Organisation will be considered on **annual basis** i.e before commencement of the fresh Academic Session say February/March and keeping in view the circumstances and reasons in support of such requests on compassionate grounds.
2. As cadre of Stenos, LDCs and MTS is decentralized, an employee transferred from one region to another **shall become junior most in the region** and his seniority would be fixed accordingly.
3. The request transfer of UDCs who are appointed on qualifying the UD Grade Departmental Examination **will be considered only against exam quota vacancy** in the region where transfer is sought however due to delegation of powers to regional heads for conducting UD Grade Exam in their respective regions, the inter- region transfer in case of UD Grade Exam case will be reduced to bare minimum and only in exceptional circumstances will be entertained.

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4. The request transfer of UDCs promoted against seniority quota and who were earlier working in the region where the transfer is sought has been stopped completely.

TRANSFER WITHIN A REGION

1. The maximum tenure of Group 'B' and 'C' categories of Non-Gazetted in a particular post/establishment **would be 04 years at a time and 08 years at one station during the entire career.** However exception can be made on administrative exigencies or on ground of genuine personal problems with the approval of CLC© by forwarding such request through concerned regional heads with due justification.
2. Due weightage will be given to the request of the officers on the verge of retirement to post him/her near or at his home town as far as practicable.
3. All transfer requests in respect of Group 'B' & 'C' Non- Gazetted within a region **will be restricted to the regional heads i.e Dy.CLC©/RLC©** as the case may be and will not be forwarded to CLC© office .

TRANSFER FROM OTHER MINISTRIES DEPARTMENTS:-

- (a) Transfer request will be considered as per the provision of Recruitment Rules against direct recruitment quota.
 - (b) Transfer against post reserved for SC/ST/OBC will be as far as possible considered of only those who belong to respective category for whom the post is reserved.
 - (c) Transfer will be on merit and subject to other rules/orders regulating such transfers.
2. No officer shall bring outside influence /political influence to further his/her request for posting of his/her choice as enumerated in Rule 20 of CCS (Conduct) Rules, 1964 which prescribe that "No Government Servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his/her interests in respect of matters pertaining to his/her service under Government". Any violation of the said Rule will be viewed seriously and stern action including disciplinary action will be taken against such delinquent Officers under the provisions of Conduct Rules.
3. Complaint, vigilance cases etc. against the serving Officers and administrative requirements like job requirement, skill and experience shall also be taken into account while deciding transfers/postings.

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4. All Zonal Dy.CLCs(C)/RLCc© are requested to strictly adhere to above mentioned guidelines while effecting/recommending transfer of their respective Gr'B' & 'C' Non- Gazetted officers of CLC© Organisation.

S.D. Xavier
(S.D. Xavier)
Administrative Officer

Distributions:-

1. All Zonal Dy.CLCs©/RLCs©
2. All Independent ALCs and LEOs.
3. President, All India (CIRM) non-gazetted Staff Association.
4. Admn.i/SE Section
5. All officers in CLC©'s Headquarter's office.

Dharm Prakash
(Dharm Prakash)
Section Officer

21/3/14
Dy CLC (NB)
21/3

Syad
21/3/14

21/3/14

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Recd
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O/C

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Savit
21/3/14

भारतीय विमान सेवा
ISSUED
21/3/2014

