

OFFICE MEMORANDUM

Sub:- Posting/Transfer of Labour Enforcement Officers (Central) – Policy guidelines – regarding.

The undersigned is directed to refer to this office Memorandum No. Adm. I/14(11)/2000 dated 7.7.2000 containing general Policy regarding posting/transfer of Labour Enforcement Officer (Central) and to issue revised policy guidelines in the matter, as under:

- 1) The minimum tenure of posting of every Officer in a particular post shall generally not be less than two years, provided there is no serious complaint of misconduct against the Officer OR it is expedient in public interest to transfer him/her before completion of the minimum tenure;
- 2) Any transfer/posting of Officers before completion of minimum tenure will be made only after the reasons for such transfers/postings are examined by the Transfer Committee and its recommendations are approved by the Competent Authority;
- 3) The maximum tenure for every Officer in a particular post/establishment would be 04 years at a time and 08 years at one station during the entire career. Any exceptions to this tenure posting can be allowed only in exceptional circumstances on account to administrative exigencies with the approval of the Competent Authority;
- 4) Those Officers who are due to retire on attaining the age of superannuation within one year will not generally be disturbed, if such a request is received in writing;
- 5) Annual Transfer/posting orders shall normally be issued before commencement of the Academic session but may be done at any time in exceptional cases on account of administrative exigencies, in public interest OR in case of promotion to higher grade;
- 6) In genuine cases, Officers can make representations for transfer/posting at Stations of his/her choice during February/March of every year before Annual Transfer/postings through proper channel. The same should be made through the prescribed channels under the Conduct Rules. In such case, the Officers will not be entitled to get Transfer Grant/TA/DA/Joining time, etc. Such representations for choice posting will be considered subject to administrative feasibility and availability of vacancies. No representation for transfer/posting will be entertained after orders for annual transfer/posting are issued;
- 7) 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;

- 6) 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;
- 9) There will a Transfer Committee (TC) comprising of Dy. Chief Labour Commissioner (C)(Administration), Administrative Officer and Section Officer (Adm.I). On posting of (Additional CLC(C), he/she will be included in the Transfer Committee and Chair the Committee. The Committee shall recommend the transfer/posting of the LEOs(C) keeping in view the guidelines given hereunder and also after considering requests/representations received from the Officers, if any, and submit their recommendations to the Competent Authority for approval;
- 10) The recommendations of the Transfer Committee would be subject to the approval of CLC(C) who is the Competent Authority.

The above guidelines are circulated to all Officers for their information & strict compliance.

This issues with the approval of CLC(C).

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

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19/2/14

Distribution:-

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19/2/14
- 1) All Dy. CLCs(C)/RLCs(C)/ALCC(C)/LEOs(C) posted in the Hqrs.
  - 2) All Regional Heads (Dy. CLCs(C)/RLCs(C)). They are requested to circulate the above guidelines to all officers posted in their region.
  - 3) Dy. Secretary (CLS) with reference to his OM No.A-22012/07(I)/2012-CLS-I dated 30<sup>th</sup> January, 2014.
  - 4) Adm.II Section, O/o the CLC(C) Hqrs. with a request to frame similar Policy guidelines in respect of Group 'B' & 'C' categories of Non-Gazetted employees of CLC(C) Organisation.

Copy for information to:-

- 19.2.14
- a) PS to CLC(C)
  - b) PSO to Secretary (Labour & Employment).
  - c) PPS to JS (AP)
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