

No.Adm.I/30(11)/2022
Government of India
Ministry of Labour & Employment
Office of the Chief Labour Commissioner (Central)

Shram Shakti Bhawan, New Delhi
Dated 23.05.2022

OFFICE MEMORANDUM

Subject: Guidelines of Posting/Transfer of Labour Enforcement Officer (Central)-reg.

The undersigned is directed to refer to this office's O.M No. Adm.I/04/04/2014 dated 18.02.2014 regarding the Policy guidelines of posting/transfer of Labour Enforcement Officer (Central) and to issue the revised guidelines as under:

- I. The Labour Enforcement Officer (Central) are liable to be transferred and posted in offices under the Chief Labour Commissioner (Central) organization in any part of India against sanctioned posts of Labour Enforcement Officer (Central). Postings will be made keeping in view the need of the CLC(C) organization.
- II. There shall be rotation of Labour Enforcement Officer (Central) based on the CVC's guidelines.

Category- A – Sensitive Posts

All posts of Labour Enforcement Officer (Central) posted under the O/o Dy. CLC(C) or field offices of O/o Dy. CLC(C).

Category- B – Non-Sensitive Posts

All posts sanctioned in O/o CLC(C), HQ.

- III. The maximum tenure for every LEO(C) would be generally 03 years at one station and 06 years in one region. Any deviation to this tenure posting can be allowed only in exceptional circumstances on account of administrative exigencies with the approval of the Competent Authority.
- IV. Those LEOs(C) who are due to retire on attaining the age of superannuation within two years will not generally be transferred provided a request for transfer is received in writing with reason thereof which could be considered by the Committee. In case of promotional transfers, officers shall be retained in same region, where he/she has submitted his/her pension papers, subject to availability of vacancy. Request of posting/transfer at a choice station, with reasons in writing, whether it is officer's home district/state/region, or otherwise, during the last one year of his/her superannuation may be considered subject to availability of vacancies at that station, administrative exigencies and his/her record of earlier postings at such station.

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- V. Transfer would be done upon completion of tenure of 3 years at one station or 6 years in one region. The period spent on study leaves/deputation will not be counted for this purpose i.e. the same would be excluded. End of March of the relevant year is fixed as cut-off date for consideration of completion of tenure i.e. three years to become eligible for transfer. 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, OR in public interest.
- VI. In case, if circumstances so warrant, the LEOs(C) may make representations through proper channel for transfer/posting at stations of his/her choice, even before the completion of period of 3 years in the month of February and March before Annual General Transfer/posting. In such cases, the officer should provide valid reasons with documentary evidences, if applicable. In case of transfer/posting at choice station, the officers will not be entitled to get Transfer Grant/DA etc. Such representations for choice posting will be considered subject to administrative feasibility and availability of vacancies. No representations for transfer/posting will be entertained after orders for annual transfer/posting are issued.
- VII. No LEO(C) shall bring outside influence/political influence to further his/her interest 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.
- VIII. The transfer shall be based on the total composite points earned by the officer, out of 100 points prescribed for various grounds adopted in the policy guidelines.
- IX. Complaints, vigilance cases etc. against the serving officers and administrative requirements like job requirement, skill and experience shall also be taken into consideration while deciding transfers/ postings.
- X. The point system for various grounds such as medical ground, special categories of female officers, special categories of male officers, differently abled persons, differently abled dependent children, spouse ground, benefit of hard posting, educational ground for dependent children, added benefit for officers due to retire within two years are as under:-

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Sl. No.	Main Factor	Sub Factor	Max Points	Remarks
1	Special Category female officer	Widow/Divorced/separated/unmarried female officer more than 40 years of age/wife of serving military personnel or serving Centre Paramilitary personnel	10	
2.	Special Category male officer	Widower who has not re-married and has minor children and/or unmarried daughter(s) or unmarried officer more than 40 years of age	10	
3.	Differently-abled officer	Maximum 10 Points for vision/locomotor disability/Deaf & Mute	10	40% to 60 % disability – 5 Points 61% to 80 % Disability-7.5 Points Above 80%-10 Points.
4.	Serious diseases (i) Currently suffering from Cancer or (ii) Having undergone by-pass Heart surgery or (iii) Kidney Transplant or (iv) currently undergone/undergoing dialysis	Self / Spouse / unmarried children	10	Certificate in case chronic disease issued by any Central Government Hospital.

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5	Differently abled or mentally challenged children	Men/Women officer having Mentally challenged or 100% differently abled child	10	
6.	Spouse case	Men/Women officer	15	Officer's spouse working in Central Government/State Government/PSUs Boards/ Autonomous Bodies/ Local Bodies.
7.	Children below 5 years of age	Men/Women Officer	5	
8.	Hard Posting	Men/Women officer	10	North-East States, UTs of J&K & Ladakh, Andaman Nicobar or any other State declared by Central Government as disturbed/hard station due to Geographical conditions or other reasons.
9.	Educational Ground	Men/Women officer	10	Children studying in 10 th , 11 th , 12 th only.
10.	Outstanding Performance (APAR Overall Performance)	Men/Women officer	10	

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- XI. There will be a Transfer/Posting Committee comprising of Additional Chief Labour Commissioner (Central), Dy. Chief Labour Commissioner (Central), HQ and Under Secretary, Adm.I Section. The Committee shall recommend the transfer/posting of the officers based on the maximum points obtained by an officer and his/her preferences for stations, and submit its recommendations to the Competent Authority for approval. The Committee shall have maximum discretion of 5 % of the total posts under consideration for transfer while recommending posting on functional requirements/administrative exigencies.
- XII. No officer can claim posting at choice station or home district/state or region as a matter of right.
- XIII. The recommendations of the 'Transfer/Posting Committee' would be subject to the approval of the 'Chief Labour Commissioner (Central)' by virtue of being the Appointing Authority for Labour Enforcement Officers(C).

The above guidelines are circulated to all officers for information and strict compliance.

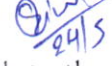
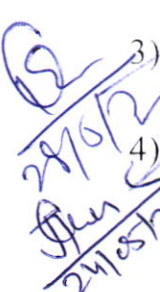
This issues with the approval of the Hon'ble Minister (L&E).




(Kuldeep Dixit)

Under Secretary to the Govt. of India

Distribution:-

- 1) All Dy.CLCs(c)/RLCs(C)/ALCs(C)/LEOs(C) posted in the Hqrs. 
- 2) All Regional Heads (Dy.CLCs(c)/RLCs(c)) with a request to circulate the above guidelines amongst all officers posted in the regions.
- 3) Under Secretary (CLS-I) w.r.t O.M F.No.A-22012/01/2022-CLS-I dated 05.05.2022 
- 4) Adm.II section, O/o CLC(C) with a request to frame similar Policy guidelines in Group 'B' & 'C' categories of Non-Gazetted employees of the CLC(C) organization.

Copy for information to:

- 1) PS to Secretary (L&E) 
- 2) PS to CLC(C)

