

F.No.Adm.II/03(07)/2024-CLC(C)  
Government of India  
Ministry of Labour & Employment  
O/o Chief Labour Commissioner(C)  
\*\*\*

Shramev Jayate Bhawan,  
New. Delhi, Dated 02.05.2025

**OFFICE MEMORANDUM**

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

The undersigned is directed to forward herewith policy guidelines to affect the transfers of Group 'B' & 'C' Non-Gazetted employees of Zonal/Regional/Field Offices under organisation of the Chief Labour Commissioner (Central). It is requested to upload these guidelines onto Official website of Office of the Chief Labour Commissioner (Central).

2. This issues with the approval of Chief Labour Commissioner (Central)

  
(Avinash Kumar)

Under Secretary to the Government of India

To

The Assistant Labour Commissioner (Central),  
IT Cell, O/o the CLC(C)  
Ministry of Labour & Employment,

# Transfer policy for Non-Gazetted Officials [Group B (NG) & Group C Cadres] of CLC Organisation.

## 1. INTRODUCTION

### 1.1. Title and Scope

This policy shall be called the "Transfer / Rotation Policy for Non-Gazetted Officials [Group B (NG) & Group C Cadres] of the CLC Organisation.

### 1.2. Supersession of Previous Guidelines

This policy supersedes all existing guidelines for transfer/rotation for the cadre of Office Superintendent, Junior Translation Officer, UDC, LDC and other Group C cadres, as amended from time to time.

### 1.3. Compliance with CVC Guidelines

The Central Vigilance Commission (CVC) guidelines on rotation for sensitive posts shall be strictly observed.

## 2. OBJECTIVE

The objectives of this transfer policy are to: (a) Rationalize the deployment of manpower for optimum efficiency and ensure a fair and transparent transfer approach for Group B & C employees in the Regional/Field Offices of CLC Organisation; (b) Ensure equitable distribution of manpower and vacant posts.

## 3. ELIGIBILITY, TRANSFER & POSTING

All Group B (NG) & Group C posts in Regional Offices, including MTS, Driver, LDC, UDC, OS, JTO, and Stenographer, shall have All India transfer liability.

## 4. TRANSFER WITHIN REGION

Continuous stay at a station would include all types of leave, but not include deputation period.

### 4.1. Tenure at a Station

- The maximum tenure for MTS, Driver, LDC, UDC, and Steno at one station shall be **6 years**.
- Reposting to the same station is permissible only after serving **4 years** at another station, subject to administrative exigencies.
- The general period of rotation in a particular **Section/Seat in an Office** shall be of **2 years** that should not be extended beyond 3 years.

-In case whoever to be transferred on Administrative Grounds other than the own requests of the concerned staff, the seniority of such staffs are protected.

## 5. INTER-REGION TRANSFER

### 5.1. General Guidelines

- Maximum tenure of UDC/Steno in a Region: 12 years
- As filling a vacant UDC post through inter-regional transfer would affect promotional avenues of LDCs of the respective Region. Effect to inter region UDC transfer can be given through displacement system only i.e. considering a UDC for a particular region would result in displacing a UDC already posted in that Region. A UDC can be considered for Inter-region transfer in respect of vacant post in a Region only under rare exceptional circumstances.
- Inter-region transfers can be **mutual or non-mutual**.
- On request Inter-region transfer of **LDCs, Drivers, and MTS** results in the official becoming the **junior-most** in the region of his new posting. However, seniority of the staff is protected when he/she is transferred on Administrative Grounds.
- Inter-Regional redeployment of surplus staff-an employee who was identified as surplus staff and could not be accommodated within the region shall be redeployed outside the region against available vacancy,

## 6. TRANSFER OF OFFICE SUPERINTENDENT AND JTO

- Maximum tenure in a region: **8 years**.
- Reposting to the same region: **Not before 4 years**.
- Competent authority may transfer OS and JTO at any time, subject to administrative requirements.

## 7. COMPETENT AUTHORITY & TRANSFER COMMITTEE

### 7.1. Competent Authorities

Authority	Extent of Power
Chief Labour Commissioner (C)	Inter-region transfers of all Group-B (Non-Gazetted) & Group C employees.
Dy. Chief Labour Commissioner (C) (Regional In-Charge)	Transfers within the region for MTS, Driver, LDC, UDC, and Steno.



## 7.2. Transfer Committee Composition

### At CLC HQ Level (Inter-Region Transfers)

- Dy. CLC (C)-HQ [Administration]
- Under Secretary [Adm-II]
- Under Secretary level Officer nominated by the CLC(C)

### At Regional Level

- RLC (C) posted in Regional Office
- ALC (C) [nominated by Dy. CLC(C)]
- Senior-most LEO (C) in the Regional Office
- Senior-most OS in the Region
- CLC(C) may nominate an Officer from administration Division of CLC (C)-HQ

## 8. TRANSFER SCHEDULE

Date	Activity
1st Week of January	Preparatory work and calling for options.
Before End of Feb	Last date for submission of options, panel finalization and submission of recommendation.
End of March	Issuance of Final AGT orders.

## 9. REQUEST TRANSFERS & SPECIAL CONSIDERATION

- Intra-region and inter-region requests will be considered during **Annual General Transfers (AGT), or any time, considering the exigency of work/special consideration with specific approval of the Competent Authority.**
- Premature transfers may be considered on case to case basis, during the AGT.

### 9.1. Special Considerations (Point-Based System)

Factor	Max Points
Special Category (Widow, Divorced, Unmarried Female >40, Military Spouse)	10
Differently-abled official (40%-80%)	10-20
Chronic Illness (Self/Spouse/Children)	10
Differently-abled child	10
Spouse posting (Govt./PSU employee)	20
Hard Posting (NER, J&K, Andaman & Nicobar Islands)	20
Children in Classes 10th-12 <sup>th</sup>	10



## 10. TRANSFER TA ADMISSIBILITY

- Transfer TA is **admissible** if:
  - Transfer is made **in public interest**.
  - Transfer is ordered for administrative reasons.

## 11. INTERPRETATION OF TRANSFER POLICY

- CLC shall be the **sole authority** to interpret and implement the provisions of this policy.

This structured document ensures transparency, elimination of corrupt practices, fairness, and efficiency in the transfer process of Group B (NG) & Group C Cadres of Regional Offices under CLC Organization.

This has the approval of Chief Labour Commissioner (Central).

