



भारतीय सर्वेक्षण विभाग
SURVEY OF INDIA

(विज्ञान एवं प्रौद्योगिकी मंत्रालय)
(MINISTRY OF SCIENCE & TECHNOLOGY)



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भारत के महासर्वेक्षक का कार्यालय
SURVEYOR GENERAL'S OFFICE
हाथीबड़कला एस्टेट डाक बक्स सं०-37
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देहरादून-248001 (उत्तराखण्ड) - भारत
DEHRADUN-248001 (UTTARAKHAND) INDIA

सं. No.स्था.1- 869 /1466-रूल्स

दिनांक: 09 फरवरी February, 2021

सेवा में

अपर महासर्वेक्षक: विशिष्ट क्षेत्र/ पूर्वी क्षेत्र/ पश्चिमी क्षेत्र/ दक्षिणी क्षेत्र/ मध्य क्षेत्र/ उत्तर पूर्वी क्षेत्र/ उत्तरी क्षेत्र/
मुद्रण क्षेत्र/ राष्ट्रीय भू-सूचना विज्ञान एवं प्रौद्योगिकी संस्थान ।

निदेशक: पंजाब, हरियाणा एवं चंडीगढ़ जी.डी.सी./ आंध्र प्रदेश एवं तेलंगाना जी.डी.सी./ पूर्वी उत्तर प्रदेश
जी.डी.सी./ बिहार जी.डी.सी./ पश्चिम बंगाल एवं सिक्किम जी.डी.सी./ महाराष्ट्र एवं गोआ जी.डी.सी./
अंतर्राष्ट्रीय सीमा निदेशालय/ कर्नाटका जी.डी.सी./ राष्ट्रीय जी.डी.सी./ झारखण्ड जी.डी.सी./ मेघालय
एवं अरुणाचल प्रदेश जी.डी.सी./ राजस्थान जी.डी.सी./ मध्य प्रदेश जी.डी.सी./ हिमाचल प्रदेश
जी.डी.सी./ आसाम एवं नागालैंड जी.डी.सी./ उत्तराखण्ड एवं पश्चिम उ०प्र० जी.डी.सी./ ज्योडीय एवं
अनुसंधान शाखा/ छत्तीसगढ़ जी.डी.सी./ तमिलनाडु, पांडिचेरी एवं अंडमान व निकोबार द्वीप समूह
जी.डी.सी./ मानचित्र अभिलेख एवं प्रसार केन्द्र/ उड़ीसा जी.डी.सी./ सर्वेक्षण(हवाई) एवं दिल्ली
जी.डी.सी./ भौगोलिक सूचना पद्धति और सुदूर संवेदन निदेशालय/ त्रिपुरा, मणिपुर एवं मिजोरम
जी.डी.सी./ जम्मू व कश्मीर जी.डी.सी./ गुजरात, दमन व दीव जी.डी.सी./ अंकीय मानचित्रण केन्द्र/
केरल एवं लक्षद्वीप जी.डी.सी./ उत्तरी मुद्रण वर्ग/ पश्चिमी मुद्रण वर्ग/ दक्षिणी मुद्रण वर्ग/ मानचित्र
प्रकाशन निदेशालय ।

प्रभारी: जी.आई.एस.टी.सी.(SGO)/ सीमा सत्यापन सैल (SGO)/ विशाखापत्तम विंग(AP&T GDC)

स्थापना एवं लेखा अधिकारी, प्रशासन (म.स.का.)

विषय: Online Transfer Policy for Group 'B' & 'C' Officers/Staff of Survey of India.

विषयांकित पॉलिसी का प्रारूप भारतीय सर्वेक्षण विभाग की वेबसाइट, ई-ऑफिस एवं जन अभिलेख पर सभी हितधारकों के अवलोकनार्थ अपलोड किया जा रहा है। इस संबंध में टिप्पणी/सुझाव, यदि कोई हो तो 30 दिनों के भीतर इस कार्यालय को प्रेषित करें।

संलग्न: यथोपरि।

अमरदीप

(अमरदीप सिंह)

कर्नल

अपर महासर्वेक्षक

कृते भारत के महासर्वेक्षक

प्रतिलिपि:

1. सचिव, भारत सरकार, विज्ञान एवं प्रौद्योगिकी मंत्रालय (विज्ञान एवं प्रौद्योगिकी विभाग), तकनीकी भवन, न्यू मैहरौली रोड, नई दिल्ली - 110016 को उनके दिनांक 08.02.2021 के संदर्भ में सूचनार्थ।
(ध्यानाकर्षण:- श्री राम चन्द्र, अवर सचिव, एस.एम.पी.)
2. प्रभारी, जे.सी.एम. (म.स.का.) को सभी एसोशिएसन/यूनियन के संदर्भ में आवश्यक कार्यवाही हेतु।
3. प्रभारी, प्रभारी वेबसाइट/ई-ऑफिस/जन अभिलेख - for uploading the draft policy.

Draft Online TRANSFER POLICY 2020
FOR GROUP 'B' & GROUP 'C' OFFICERS / STAFF

1. Objective:

Objective of the policy is to utilize the services of the Group 'B' and 'C' personnel (including erstwhile Group 'D') of Survey of India in an optimal manner by way of postings and transfers of the employees in a fair and transparent manner through online process so as to protect interests of the organisation and maximize job satisfaction amongst employees.

2. Scope:

The policy shall be applicable to all the Group B and C employees of Survey of India and shall come into effect from the date of its notification prospectively. While effecting transfers the organizational interest shall be given uppermost consideration and that the problems and constraints of employee shall remain subservient. This policy will not be applicable in respect of erstwhile Group 'D' employees (now Gr. 'C' employee) as detailed in para-13. Group 'C' Staff, as far as feasible, should be kept at same station. In cases where it is not feasible to keep the Group C staff at the same station, transfer should be made to the nearest station within the same zone.

3. Definitions:

Family: Wife, Children including legally adopted children, step children and children taken as wards and Dependent Parents (who need care either financially or otherwise). This also includes the family as defined vide Min. of Health and FW OM No.S-14025/29/89-MS dated 05-06-1990 and OM No. 4-24/96-C&P-CGHS(P) dated 31-05-2007.

Zone: Zoning of the Organization (various offices of Sol) into five different zones as per availability of facilities available at that particular station / office . Division of five different zones will be done as per Para -14 below.

Station: It means any city/town/metropolis where Survey of India Office is located within the Country. More than one Office can be located at a station.

Home Station: A station, nearest to his declared Home Town as mentioned in the service book or a station in the state of his hometown, where SOI office is located or a station nearest to the state of his hometown, where SOI office is located.

Service Tenure: A continuous stay on a station for a specific period as defined for different categories of employees. Details may be seen at para-13.

Service: Means the period for which a person has been holding charge of a post on ad-hoc basis or regular basis in the SOI office. In other words, total length of service either regular or Ad-hoc at a station, will be counted from the date of joining the organisation.

Choice Station: The place where an employee desires to be posted, not necessarily the home station. An Employee may be allowed to choose maximum three stations of his choice.

Hard Station: The station for which an employee is getting less marks as per the table given in para-14 showing different facilities available in that area such as accommodation, schools, dispensary etc where the less marks shows how hard the station is.

APAR: Marks of the APAR will be decided on the basis of grading of APAR as per para-15.

Physically Challenged Employee: A person with more than 40% disability as defined under the "Rights of Persons with Disabilities Act, 2016" on production of Medical Certificate from Government hospital only issued by Competent Medical Authority/ Board.

Single/Unmarried parent: An employee who has lost spouse or separated by a Court of Law or Unmarried or attained parenthood through the surrogacy route/legal adoption.

4. Basic Principles:

- a. All employees are liable to be transferred anywhere in India at any point of time and transfer to a desired location can't be claimed as a matter of right.
- b. The option of choices of station once availed and confirmed shall be final and can be changed only under the provisions of this Policy.
- c. Employees shall not bring in any outside influence. If such an influence from whichever source espousing the cause of employee is received, it shall be presumed that the same has been brought in by the employee. The request of such an employee shall not be considered. Administrative Action may also be initiated against such an employee under relevant Service/Conduct Rules.
- d. Employees not complying with transfer orders and joining their new place of posting within the stipulated deadline indicated in the transfer order / in this policy shall be proceeded against departmentally.

5. Categories of transfers:

- a. Transfer on Administrative Grounds/ in public interest (Routine Tenure Transfer).
- b. Transfer on Compassionate Grounds / request etc.

6. Transfer on Administrative Grounds:

- a. On functional requirement of the organization. Redeployment of surplus staff in excess of sanctioned strength at a location to other location against vacancies available under sanctioned strength.
- b. On completion of the Service tenure as detailed in para -13.
- c. On administrative exigencies e.g. disciplinary action under CCS (CC&A) Rules, 1965, ongoing vigilance proceedings against any officer/staff, where in his/her posting at same station will be detrimental to the ongoing proceeding till the closure of vigilance case.
- d. Notwithstanding anything contained in this policy, Govt. may, if considered

necessary in public interest can transfer or post any officer/staff at any station or post.

- e. Rotational transfer of employees working in sensitive posts will be regulated in accordance with the instructions issued by the Central Vigilance Commission circular No. 03/09/13 vide letter No. 004/VGL/090 dated 11.09.2013.
- f. Transfer of an employee from a location to accommodate the request of an employee who is physically handicapped/widow/single parent that has completed tenure in Hard/very hard/NER station.

7. Transfer on Compassionate Grounds / Request etc:

- a. Posting of Husband & Wife at the same station as per DoPT's OM No.28034/2/97-Estt. (A) dated 12-06-97 will be followed.
- b. Request for transfer on medical grounds will be considered after due verification from a medical board, if deemed necessary.
- c. Physically challenged employee shall be considered for transfer as defined in para-8 of DoPT's O.M. No.36035/3/2004/Estt.(RES) dated 29-12-2005 on the subject 'Reservation for the Persons with Disabilities'.
- d. No TA / DA will be considered in this category if the individual has not completed a minimum tenure of 3 years indicated in para- 18 (h) in that particular station as per extant guidelines on the subject, if requesting for transfer.

8. Mutual Transfer:

- (i) Benefit of mutual transfer shall be allowed without effecting the performance of the employee and work of the office within zone and outside the zone.
- (ii) Mutual transfers will be treated as transfer on request.

9. Transfer against NO-TAKER vacancy: a) Sol will consider the request of employees (except those who have been posted on a tenure posting & have not completed the prescribed tenure) for the transfer against a 'No TAKER' vacancy after the completion of the normal transfer process. No taker vacancy means a post which remains vacant after the completion of annual transfer calendar, transfer seeker employees will apply separately through proper channel after the completion of the normal process of transfer every year & no taker vacancy transfer will be considered at the end of transfer calendar.

b) An employee can apply either for a mutual transfer or a transfer against a No Taker vacancy, not for the both. An employee recruited on zonal basis shall be eligible for seeking transfer against No-Taker Vacancy only within the same zone.

c) If an Sol employee wants to join his/her spouse through the "No Taker Vacancy" provision, such an employee will be given top priority. In case Husband and Wife both get transferred in the same year, first one of them gets transferred under the other provisions of the transfer guidelines to a hard/very hard/NER station and later on, the other one joins his/her already transferred spouse through "No Taker Vacancy" provision, the period from (***Duration may be defined by the Sol***) will be counted for the completion of tenure of the spouse getting transferred under "No Taker Vacancy" at a later stage. This way the tenure of both the spouses at a Hard/very Hard/ NER stations would be synchronized.

10. Category of employees exempted from Administrative Grounds Transfer stated under Para 6(a) and 6(b):

- a. Employees who are cancer patients/ on dialysis/ Hepatitis B/ Hepatitis C/Sickle cell Anemia/ Thalassemia / having undergone kidney transplant / any other life threatening diseases to be decided on case to case basis.
- b. Employees falling in following categories :-
 - i. Having 2 years or less in retirement on superannuation.
 - ii. Unmarried female employee upon marriage.
 - iii. Married employee upon divorce or death of spouse who has Unmarried children.
 - iv. Having children appearing in 10th or 12th board examination.
 - v. An employee who has lost spouse or separated by a Court of Law or Unmarried who attained parenthood through the surrogacy route/legal adoption.
 - c) Chief Executive/General Secretary and one other executive member who are posted at Headquarter situated at Dehradun can be exempted. The exemption can be given in entire service for one tenure of 2 years maximum. Any other executive member posted anywhere else other than Dehradun will not be exempted.

11. Periodicity of the transfers

- a. The General routine / tenure transfers will be made only once in a year as per time schedule given in para- 12 below. **As far as possible SGO will invite Annual Transfer Applications through ONLINE process on eHRMS (Janabhilekh) portal.**
- b. Mid-term transfers can be done only in cases of promotions, **compassionate grounds / request on extreme medical condition**, restructuring/creation of new posts, functional grounds due to new projects or additional time bound work requirements for optimal utilization of man power, deputation, suspension and court directions at any time during the year recording the reasons for such transfers on file with the approval of the Surveyor General of India.

12. Time Schedule

The following time schedule shall be followed for various activities every year : -

- a. List of Officers / staff under consideration (to be prepared by DSG (HR), SGO in **accordance to Para-13**) for transfer/posting would be made available online i.e. on departmental website as well as the **eHRMS (Janabhilekh) portal** for effecting transfers, latest by 15th January. There shall not be any change in the list so announced after 15th January except under unforeseen circumstances such as death of an incumbent, suspension, dismissal, etc.
- b. Eligible employees may submit their 03 choice stations (maximum) on **eHRMS (Janabhilekh) portal** from 16th January to 15th February. **However, choice of stations will be as per division of Zones given in Para-14, allotment of points as per Para-15 and automated procedure to be adopted in eHRMS (Janabhilekh) portal as per Para-18.**
- c. Transfer orders will be issued online from **eHRMS (Janabhilekh) portal** latest by 15th March and the joining shall be completed latest by 15th April.
- d. Under exceptional circumstances, there may be any number of rounds of transfers as

per organizational requirement decided by the Surveyor General of India with the condition that the whole process will be completed within two months from the date of inviting online applications for the transfers.

- e. Qualifying date for count of stay, point calculation, occurrence of vacancies shall be 31st March of that particular year.

13. Service Tenure: The Transfer Policy envisages a fixed tenure at a station before being considered for routine/ tenure transfer for Group 'B' and 'C' employees (except erstwhile Gr.-D) as given below:

	Maximum Service tenure for Transfer in general except for North-East Zone	Maximum tenure at any North-East Zone / J&K Zone	Maximum tenure at IIS&M, Hyderabad
Gr.'B' (Gazetted)	5 yrs	As per Government of India Policy for North East India 2 Years and 3 Years - till 10 years of service.	4 yrs
Gr. B (Non Gazetted)	6 yrs		5 yrs
Gr.'C'	7 yrs		6 yrs
Gr.'C' (Erstwhile Gr-D)	Not Applicable#		Not Applicable

As a matter of policy, the officials concerned will be transferred only on administrative grounds or on their request.

14. Grouping of Survey of India Offices in Zones: Stations in which Survey of India offices are located has been distributed in Zones as per different facilities available such accommodation, schools, dispensary etc.

Definition of Zone :	Grouping of the Organization in Zone as per facilities available at Station / Cities:-							
	Index	Facilities Available	X Class	Y Class	Other Cities	Not Available	Marks from 0 to 5 in each section	
Definition of Zone :	A	Accommodation/Estate						
		Survey Estate (Office Building + Accommodation)	5	4	3	0		
		Departmental Accommodation	4	3	2	0		
		General Pool Accommodation	3	2	1	0		
	B	Medical Facility						
		Own Dispensary	5	4	3	0		
		CGHS	4	3	2	0		
		AMA	3	2	1	0		
	C	School Facility						
		Own School	5	4	3	0		
		KV in Near Estate	4	3	2	0		
		KV in Cities	3	2	1	0		
	D	Zone						
		Normal Zone	5	4	3	0		
		J&K Zone	4	3	2	0		
		NE Zone	3	2	1	0		
	E	Terrain						
		Normal	5	4	3	0		
		AOR Hill/Jungle Area >50%	4	3	2	0		
		AOR Costal Area >50%	3	2	1	0		
	F	Transportation Facilities						
		Domestic Airport	5	4	3	0		
		Railway Junction	4	3	2	0		
		Inter State Bus Service	3	2	1	0		
	Total (Min 0 to Max 30)							
	Zone 1 - Least Hard Area : 25 to 30 Marks Zone 2 - Less Hard Area : 19 to 24 Marks Zone 3 - Hard Area : 13 to 18 Marks Zone 4 - Harder Area : 7 to 12 Marks Zone 5 - Hardest Area : 0 to 6 Marks							
	Note - 1. One time exercise of categorization of cities of Survey of India Offices in zones shall be issued within one month of notification of the policy. 2. Any subsequent alteration or inclusion of cities in zones will be hosted on the website seeking objections before finalization.							

Illustration

Sl. No.	Station	City Class	Accommodation/ Estate	Medical Facility	School Facility	Zone Type	Tough Area	Transportation	Total Points	Zone
1	Dehradun	Y Class	Own Estate	Own Dispensary	Own KV	Normal	Hilly Area	Domestic Airport	20	Zone 2
		Points	4	4	4	0	4	4		
2	Chandigarh	Y Class	Own Estate	CGHS	KV Near Estate	Normal	Plain Area	Domestic Airport	22	Zone 2
		Points	4	3	3	4	4	4		
3	Jammu	Y Class	No	AMA	No	Jammu Zone	Hilly Area	Domestic Airport	14	Zone 3
		Points	0	2	0	4	4	4		
4	Delhi	X Class	General Pool	CGHS	KV in City	Normal	Normal	Domestic Airport	26	Zone 1
		Points	3	4	4	5	5	5		

15. Criteria for ranking the employees in a list of employees of a particular cadre:

- Decision of allotment of a particular station as per choices given by an individual and sanctioned strength / vacancy shall be based on the total composite score of points earned by an individual out of 200 points as described below. **An individual earning highest points shall be ranked one in the list and will be the first individual to be transferred against a particular station as per his choice in the Zones in which he can be posted.**
- Length of Service shall be the prime factor for deciding the claim of the Officers / staff against a vacancy since it shall have weightage of 85 points as per para below, out of total 200 points.
- However, to take care of categories like women, widows, widowers, differently abled persons, persons with serious ailments and **well performing Officers / staff**, a privilege of maximum 50 points can be availed by the individuals under these categories consequent to production of valid certificates by authorised offices / establishments to give those certificates. The division of points is given as below:-

Length of Service (85 Points)

Major Factor	Criteria for calculation	Maximum Marks
Service Points In various zones	$(Z1 \times LOS1 + Z2 \times LOS2 + Z3 \times LOS3 + Z4 \times LOS4 + Z5 \times LOS5) / \text{Total LOS}$ Z1=10, Z2=20, Z3=30, Z4=40, Z5=50, LOS1= Length of Service in Zone 1 in Days LOS2= Length of Service in Zone 2 in Days LOS3= Length of Service in Zone 3 in Days LOS4= Length of Service in Zone 4 in Days LOS5= Length of Service in Zone 5 in Days LOS is Length of service in days	50

Length Of Service	(Total length of service in Survey of India)/ 365 (upto 4 decimal points) Note: If the marks exceeds 35 then the employee will get 35 marks	35
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Special Category (55 marks)

Sr. No	Major Factor	Sub Factor	Maximum Points	Criteria for calculation
1	Gender	Female	5	5 points will be given to female employees
2	Special Category female employees	Widow/ divorced/ unmarried female/ wife of serving Military personal/ Paramilitary personal working outside the State	10	All females of this category shall be given 10 marks only.
3	Special Category male employees	Widower (A male who has lost his wife and has not re-married) and has one or more minor children and/ or unmarried daughter	5	Eligible male widowers shall be given 5 points only, (in case remarriage of self/children becoming major/ daughter getting married, the employee will have to update his profile in eHRMS (Janabhilekh) portal and will not be eligible for the advantage any more
4	Differently abled persons	Vision (Above 60% disability) Locomotors above 60 % disability) Persons on wheel chair	10	Certified by Civil Surgeon from the State Govt / Govt of India or Equivalent Authority
5	Diseases (Cancer, Paralytic Stroke, Renal Failure, Coronary Artery Disease, Thalassaemia Disease, Parkinson's, Motor Neuron Disease	of Spouse/ unmarried Children	10	Certified by a Doctor from the State Govt / Govt of India or Equivalent Authority
6	Differently abled or mentally challenged children / family members	Male/Female employees having mentally challenged children/ family members with IQ below 70 or having certificate of differently abled issued by Government/ Competent Medical Authority.	10	Male/Female employees having mentally challenged children/ family members with IQ below 70 or having certificate of differently abled issued by Government/ Competent Medical Authority. provided maximum 10 points

7	If both husband and wife are working in State/ Central Govt or PSU/Autonomous Institutions/ Government University		5	
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Well performing employees (60 marks)

1.	APARs		50	Total of gradings in APARs for last 5 years
2.	Disciplinary/ Criminal proceedings pending	Charge sheet issued under Rule 8 or challan filed in a court of law		-5 per such instance
3.	Penalties imposed	Minor (except Censure) Major		-5 per order imposing such penalty -10 per order
4.	Recognitions, awards, relevant prizes, relevant courses	If recognized by the appointing authority and having been placed in his/her service records	10	5 per such instance (max 10)

NOTE: If two employees obtain same score calculated upto 6 decimal places and if one of them is a female, then female will get preference. In case both are of the same gender, then the one senior in service will have preference.

16. Interpretation of guidelines :

Department of Science and Technology shall be the sole Competent Authority to interpret above provisions and pass such other order(s) as deemed appropriate and essential to facilitate the implementation of the guidelines for the purpose of effective control and administration of the Survey of India.

17. Vacancies under consideration during General Transfers:

- a) Vacancies available in a particular cadre for each office during routine / tenure transfer will be calculated based on the Sanctioned / Posted strength of a particular cadre in that office .
- b) A post not occupied by any person or a post which will become vacant due to retirement, promotion, etc on or before 31st March.
- c) Posts on which an employee will be completing Service Tenure on 31st March as mentioned in Para-13 above and liable to be considered for routine / tenure transfer.
- d) The Competent Authority may consider even such posts during General Transfers.

18. Procedure to be adopted (To be automated in eHRMS (Janabhilekh) portal):

- a) With a view to transfer the employees as per length of tenure given in a particular station mentioned in Para-13 above and to ensure equal distribution of available manpower in accordance to organizational requirements, the task of allotting particular number of vacancies to an station/office shall be carried out

before General Transfers by Surveyor General's Office by the month of December of the previous year. DSG (HR) in consultation with DSG (Tech) will finalise the available / required vacancies in a station of a particular cadre as per functional requirement and the same will be made available in **eHRMS (Janabhilekh) portal**.

b) All the employees who are to be considered for tenure / routine transfer as per service tenure mentioned in Para-13 above will be intimated through Departmental website / letter / **eHRMS (Janabhilekh) portal** in the month of December by Surveyor General's Office.

c) Employees will be given option to choose maximum 03 stations as per their order of preference from the Zones for which he/ she is eligible. The option will be taken in online mode only through **eHRMS (Janabhilekh) portal**.

d) An employee serving in a particular Zone of stations will be eligible for two next Zones on completion of tenure for example - an employee serving in Zone 1 station will be eligible for transfer in Zone 2 or Zone 3 stations. Similarly an employee serving in Zone 2 station will be eligible for transfer in Zone 3 and Zone 4 stations.

e) An employee serving in Zone 3 station will be eligible for transfer in Zone 4 and Zone 5 stations, if he has never served in Zone 5 stations.

f) An employee serving in Zone 4 station will be eligible for transfer in Zone 5 stations only if not served earlier in any of the Zone 5 stations. If he has served earlier in Zone 5 stations then he will be considered for Zone 1 and 2 stations.

g) Minimum stay at a particular station for seeking transfer on repatriation to home town shall be 3 years. However **an employee posted in Zone 4 & 5 Stations will not be able to place request before the stipulated tenure**.

h) **Minimum** stay at a particular station for seeking transfer shall be **3 years**. In case an individual desires to get transferred in the routine transfer of a particular year, he has to send an application online on the **eHRMS (Janabhilekh) portal**. An employee posted in Zone 4 and 5 will not be able to place such request before the stipulated tenure.

i) In administrative exigency, Surveyor General of India shall be at liberty to post any employee at any time as per organizational requirements.

19. Mechanism to be adopted:

a) Every employee and Director concerned will be responsible for the accuracy and regular updation of data in **eHRMS (Janabhilekh) portal** in respect of his/her credentials. In case he/she notices any discrepancy, he/she will get it rectified by adopting due procedure after producing the relevant evidences before the Competent Authority. **He/she shall be responsible for updation of profile as and when any status is changed. Any wrong data entry will invite disciplinary action.**

b) All the options once exercised will be available for viewing to all concerned employees in their login.

c) The transfer exercise shall be carried out through **eHRMS (Janabhilekh)** transfer module software. However, the entire transfer exercise will be checked by a Board manually before issuing the orders finally.

20. Competent Authority i.e. Surveyor General of India may constitute Committee to effect transfers as under:

For Group B officials

Chairman: Additional Surveyor General, SGO
Member Secretary: Deputy Surveyor General (HR), SGO
Member: Director of a GDC

For Group C officials

Chairman : Deputy Surveyor General , SGO
Member Secretary: Assistant Surveyor General, SGO
Member : Any Group 'A' Officer from any other Zone / GDC

21. Post transfer exercise:

- a) All Transfers shall be implemented as per the time schedule given in para-12 of this policy. Salary of any such transferred employee from an office will not be drawn by the concerned DDO after due date of move.
- b) The employees will be transferred strictly in accordance to zones and procedure mentioned in Para-18.
- c) Department will form an online grievance redressal system through which aggrieved employees if any, can submit his/her grievance within 10 days of issuance of orders. After their representation shall be considered in accordance with the Policy and appropriate decision shall be conveyed to him/her within 10 days by the Surveyor General of India.

22. Disclaimer:

These guidelines regarding transfer are meant essentially for the internal use of the Department and do not vest any employee with any right to transfer.

23. POWER OF RELAXATION OF POLICY/GUIDELINES:

Notwithstanding anything contained in the policy, Department of Science and Technology shall be competent to transfer any employee on organizational requirements in relaxation of any or all of the above provisions after recording reasons justifying such relaxation.
