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भारत के महासर्वेक्षक का कार्यालय
SURVEYOR GENERAL'S OFFICE
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DEHRADUN-248001 (UTTARAKHAND) INDIA

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/1466-प्लेसमेंट कमेटी

दिनांक 29 फरवरी, 2024

सेवा में

अपर महासर्वेक्षक: पूर्वी क्षेत्र, कोलकाता / पश्चिमी क्षेत्र, जयपुर / उत्तरी क्षेत्र, चण्डीगढ़ / दक्षिणी क्षेत्र, बेंगलूर/ राष्ट्रीय भू-सूचना विज्ञान एवं प्रौद्योगिकी संस्थान, हैदराबाद / जी.आर.एफ. तथा भू-स्थानिक आंकड़ा विनिमय डिविजन, देहरादून।

निदेशक: उत्तर प्रदेश भू-स्थानिक निदेशालय/मध्य प्रदेश भू-स्थानिक निदेशालय/राजस्थान भू-स्थानिक निदेशालय/आन्ध्र प्रदेश भू-स्थानिक निदेशालय/महाराष्ट्र भू-स्थानिक निदेशालय/पंजाब, हरियाणा एवं चण्डीगढ़ एवं हिमाचल प्रदेश भू-स्थानिक निदेशालय/जम्मू एवं कश्मीर भू-स्थानिक निदेशालय/ असम एवं नागालैण्ड तथा त्रिपुरा, मणिपुर और मिजोरम भू-स्थानिक निदेशालय/ त्रिपुरा, मणिपुर और मिजोरम विंग/मेघालय एवं अरुणाचल प्रदेश भू-स्थानिक निदेशालय/बिहार एवं झारखण्ड भू-स्थानिक निदेशालय/बिहार विंग/पश्चिमी बंगाल एवं सिक्किम भू-स्थानिक निदेशालय/उड़ीसा एवं छत्तीसगढ़ भू-स्थानिक निदेशालय/छत्तीसगढ़ विंग/गुजरात दमन एवं द्वीव भू-स्थानिक निदेशालय/कर्नाटक भू-स्थानिक निदेशालय/तमिलनाडु पांडिचेरी एवं अण्डमान एवं निकोबार द्वीप भू-स्थानिक निदेशालय/केरल एवं लक्षद्वीप विंग/ सर्वेक्षण (हवाई) एवं दिल्ली भू-स्थानिक निदेशालय/एन. जी.डी. आर. एवं यू. जी. आई. निदेशालय/ जी. आई. एस. एण्ड आर. एस./ज्योडीय एवं अनुसंधान शाखा/उत्तराखण्ड और पश्चिमी उत्तर प्रदेश भू-स्थानिक निदेशालय।

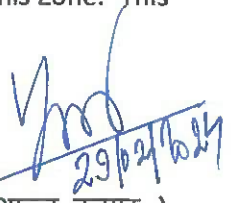
विषय:

Transfer Guidelines in respect of Group B and Group C employees of Survey of India

In supersession of extant Transfer Policy of Group B and C employees of Survey of India, Transfer Guidelines in respect of Group B and C employees are enclosed herewith for information and necessary action.

2. In the above context, it is stated that these guidelines will be effected immediately except clause related to transfer and posting of Group B (NGO) and Group-C by Additional SG within his Zone. This clause will be, operationalised once on-going restructuring process is completed.

Encl: As above


(प्रशान्त कुमार)

उप महासर्वेक्षक
कते भारत के महासर्वेक्षक

प्रतिलिपि :

अपर महासर्वेक्षक (तकनीकी)/उप महासर्वेक्षक (मानव संसाधन)/ उप महासर्वेक्षक (प्रशासन) निदेशक प्रशासन एवं विता/उप महासर्वेक्षक (तकनीकी)/सहायक महासर्वेक्षक/तकनीकी सचिव ।

स्थापना एवं लेखाधिकारी (प्रशासन) /बजट/गोपनीय ।

वरीष्ठ लेखा अधिकारी, केन्द्रीय वेतन एवं लेखा कार्यालय, देहरादून/क्षेत्रीय वेतन एवं लेखा कार्यालय, कोलकाता/ क्षेत्रीय वेतन एवं लेखा कार्यालय, हैदराबाद/क्षेत्रीय वेतन एवं लेखा कार्यालय, जयपुर ।

कार्यालय अधीक्षक:-गोपनीय/स्थापना-1/स्थापना-2/स्थापना-3/बजट/भण्डार/विनिमय/सतर्कता/विधिक/ एल0 ए0 पी/हिन्दी अनुभाग को सूचनार्थ ।

Survey of India
Ministry of Science & Technology
Department of Science & Technology

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Comprehensive Guidelines for Transfer/Posting of Group 'B/C' Officers/Staff

1. Introduction

In accordance with the general terms and conditions of the appointments, Government servants are liable to be transferred and posted at any place within India. Therefore, transfer from any particular station/ to any particular station cannot be claimed as a matter of right. Transfers/ postings are the prerogative of competent authority. The transfer/ posting of Group B/C officers of Sol will be governed by these **Comprehensive Guidelines**.

2. Definitions

Family: Wife/husband, Children (including legally adopted children, step children and children taken as wards) and Parents. This also includes the family as defined vide Min. of Health and FW OM No.S-14025/29/89-MS dated 5.6.1990 and OM No.4-24/96-C&P-CGHS (P) dated 31.5.2007.

Employee spouse: This means spouse who is a paid employee in any Govt./ Public organization and not a self employed spouse.

Zone: A group of stations in the states coming under the area of responsibility of the zone in the zonal set up of Survey of India.

Station: It means any place where Survey of India Office is located.

Home Station: A station, nearest to his declared Home Town as mentioned in the service book or a station in his state, where Sol office is located as on 31.12.2023.

Tenure: A continuous stay on a station for a specific period as defined for different categories of employees for different stations after which an officer becomes liable to be transferred.

Service: Means the period for which a person has been holding charge of a post on a regular basis in the department.



Choice Station: The place where an employee desires to be posted, not necessarily his home station.

3. Applicability:

This guideline will be applicable to Group 'B/C' officers of Survey of India.

4. Categories of Transfers:

- 4.1. Transfer on Administrative Grounds.
- 4.2. Transfer on Completion of Tenure.
- 4.3. Transfer on Request.

5. Competent Authorities for Transfers:

5.1. Transfer/ posting of officers of Group B (Gazetted officer)

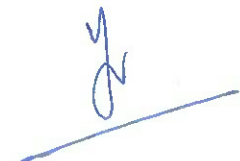
- 5.1.1. All postings of Group B (Gazetted & Non-Gazetted) and Group C officers /staff on promotion shall be done by the Surveyor General of India.
- 5.1.2. Transfers of Group B (Gazetted) Officers may be ordered by the Surveyor General of India.
- 5.1.3. Inter-Zone transfers of Group B (Non-Gazetted) and Group C staff will be done by the Additional Surveyor General, SGO looking after the HR matters. In his absence, this power vests with the SGI only.
- 5.1.4. Competent Authority for within the Zone transfer of Group B (Non-Gazetted) and Group C staff, during the normal transfer period 15th March to 30th June, shall be the respective Zonal Head. For transfers during Non-transfer period outside the aforesaid duration will only be done at SGO level.
- 5.1.5. Transfer of Group 'B/C' officers/staff to NIGST will be based on the recommendations of Board of Studies. However, the competent authority (Surveyor General of India, or as the case may be) may order the transfers to or from NIGST.

6. Norms/ criteria for transfers and postings:

The following will be taken into account while deciding transfer and posting of Group 'B/C' Officers.



- 6.1. While deciding transfers, the factors like tenure, posting in North Eastern Region, personal requirement and difficulties of the individual officers shall be taken into account. However, needs of the department shall have overriding priority over other factors.
- 6.2. The tenure in North Eastern Region shall be as per Government of India Policy for North East India. Officers posted to such station shall be allowed to exercise choice of station of posting and same may be considered subject to availability of vacancy at the station chosen and administrative exigency.
- 6.3. For the purpose of annual tenure transfer, for which the process would be initiated during the month of December of the preceding year, during which the stayee list shall be circulated. The choices will be sought from the Group B/C staff preferably through a Web Portal. Subsequently, the list shall be prepared based on completion of station tenure as on **31st March of the transfer year**. All general transfers/ postings under this system shall be ordered during the month of March/April and compliance of the orders secure by April end as this will cause the least disruption of the educational schedule of the School/College going wards of the officers except in the cases of postings ordered in view of promotion, closing/opening of units, addition/expansion of activities of existing units and other activities.
- 6.4. Officers/staff having 2 years residual service may opt either for retention in the station of posting for residual period or may opt for posting to a station of their choice where they propose to settle down after retirement. The request will be considered subject to availability of vacancy at the station chosen and administrative exigency and his/her record of earlier postings at such station. No officer can claim posting at choice station or home and District/ State/ Zone under this category as a matter of right.
- 6.5. Transfer on request including the compassionate grounds viz. posting of husband and wife at the same station, Cases of Medical ground (shall constitute serious diseases), physically challenged officers, officers who have mentally retarded children etc. will also be considered along with general transfers on case to case basis on merits. Consideration of officer for transfers on the compassionate grounds shall be subject to satisfaction of the competent authority of the grounds indicated by the officers.
- 6.5.1. Proposals for request transfer on compassionate grounds should be forwarded by the existing office of the applicant with complete details of the case, relevant documents with suitable remarks to the competent authority.



6.5.2. DOP&T OM No. 28034/2/97-Estt. (A) dated 12-06-97 on posting of husband and wife shall also be taken into consideration while deciding such cases.

6.5.3. 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' and OM No. AB 14017/49/90-Estt. (RR) dated 15-02-1991 in respect of the employees having mentally retarded child/ spouse etc, shall be observed.

6.6. While considering transfers on request, preference would be given to those who have school-going children, especially those studying in classes 11 and 12, in particular daughters, and marriageable children, especially daughters, old parents with chronic ailments, and such other relevant factors. Proposals / requests for transfer at a station where an officer has worked earlier, generally will not be entertained before 3 years period from the date of relief at the earlier station.

6.7. The competent authority (Surveyor General of India, or as the case may be) may relax any of the provisions and order the mid-term transfer/postings or retention of officers at any time of the year in view of exigency of work or other administrative reasons like disciplinary proceedings, vigilance angles, serious complaint cases etc, in accordance with the guidelines/ instructions of Government/ CVC issued from time to time.


7. Tenures and guidelines for different posts:

7.1. The transfer & posting of officers/staff will be done as per the provisions made above and those specific to the post as mentioned below:

	Maximum Service tenure for Transfer in general except for North-East Region	Maximum tenure in North-East Region	Maximum tenure at NIGST, Hyderabad (For teaching faculty/instructors etc.)
Gr. 'B' Gaz	5	As per Government of India Policy for North East India. 2 Years (3 Years if completed less than 10 years of service)	5
Gr. 'B' Non-Gaz	6		5
Gr. C (Technical)	8		6
Gr. 'C' (Erstwhile Gr-D)	Not Applicable #		Not Applicable

7.1.1 The maximum tenure may be extendable by 1 year keeping in view the exigencies of work on the recommendation of Director/Addl SG concerned.

7.1.2 Group 'C' Staff (Ministerial staff), to the extent 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.



7.1.3 Group 'C' staff should be rotated between different offices / section within the same station after three to five years depending upon sensitivity of the charge.

Generally, MTS will be transferred only on administrative grounds or on request.

7.2. For the purpose of determining station tenure, the period spent at a station continuously at various levels shall be considered. Any employee with more service tenure will be considered first. In case service tenure is equal then the employee with lesser number of previous transfers will be considered first. For counting the Service tenure, the reference date shall be first April of the year.

8. Miscellaneous:

- 8.1. In the event of closure/opening of offices, reorganization, reduction in posts, shifting of the whole or part of the office, the tenure shall not be considered and change of station in such cases shall be compulsorily enforced without reference to these transfer guidelines.
- 8.2. An employee transferred out on promotion, will be transferred out even in the event of refusal of promotion.
- 8.3. Notwithstanding anything contained hereinabove, the Surveyor General of India may at his discretion relax or deviate from the guidelines detailed above and order transfer/posting of any officer in public interest and necessary as per the exigencies of work.

