

## **Transfer/Placement Policy for Administrative Officers**

### **Pr. CCIT, West Bengal & Sikkim Region**

**Financial Year 2016 – 17**

#### **1. Objectives:**

The transfer policy is framed with the objective to enable the Administrative Officers to gather experience in different fields of work. The same is also designed to have space for exigencies like medical, children education and other compassionate grounds.

#### **2. Classification of charges:**

The charges should be classified according to job profile, namely D.D.O.; A.O. (Building) and A.O. to Pr. CIT.

#### **3. Eligibility for transfers/ postings and tenure at a post:**

**3.1** The normal tenure at a post should ordinarily be of 3 years. The officers should be eligible for transfer when they complete the tenure at a post.

However, tenure in a particular CIT charge should not ordinarily exceed 5 years at a stretch.

For the purpose of counting of tenure at a post, a period of last 6 months or more in a financial year should be deemed as a full year.

**3.2** Officers who have 3 years or less service left, should be considered for posting to the home town of their choice to the extent possible.

Officers who have 6 months or less service left from the month of AGT, if due for transfer should be accommodated within same DDO charge to avoid difficulty in preparation of pension papers.

**3.3** Posting of an officer on completion of normal tenure shall ordinarily be rotated among the charges as classified at Clause 2. If newly promoted officers have to move out of Kolkata to fill vacant moffusil charges, it should be according to junior in service cum junior in age. However, the officers who have already attained 55 years of age, shall not be considered for such transfer without his/her consent. Tenure of such posting shall not exceed 2 years period.

If newly promoted officer of a Moffusil charge have to be posted away from his hometown, due to non-availability of vacant post, the posting should be nearer to his hometown and the tenure of such posting shall not exceed 2 years period.

**3.4** While placing eligible Officers in different buildings at Kolkata, representation on serious medical grounds shall be given first preference. Besides that, representation for building preferences shall be considered strictly according to senior in service cum senior in age.

**4. Posting on compassionate grounds:**

Postings on compassionate grounds should be considered as per the norms laid down in Instructions/OMs issued by DOPT, CBDT or other competent authorities time to time, to the extent possible.

**5. Posting of Office Bearers and Executive Members of Association:**

Posting of the Office Bearers and the Executive Committee members of ITGOA should be made only after discussion with the Association.

**6. General:**

Any modifications / alterations should be effected in these guidelines after consultation with ITGOA, WB Unit.