

No. 13034/23/2016-O.L (Admin)
Government of India
Ministry of Home Affairs
Department of Official Language

NDCC-II Building, Fourth Floor,
Jai Singh Road, New Delhi-110001
Dated: 21.06.2016

Office Order

**Sub: Transfer Policy for Officers/Employees working in Central Hindi Training Institute/
Central Translation Bureau/ Central Secretariat Official Language Service Cadre/
Regional Implementation Office.**

In supersession of Office Order no. 14034/23/2009—OL(Training) dated 15.02.2012 and 13034/03/2014-OL(Training/B) dated 05.03.2014 issued by this department on above mentioned subject, a well considered new transfer policy has been drafted for the subordinate offices of Department of Official Language and Central Secretariat Official Language Service Cadre . This Transfer policy will have the following provisions:-

- a) Generally, transfer will be carried out on the basis of the requirement of office.
- b) Performance of the officers/employees will be considered the basis of transfer. All possible efforts will be made for officers/employees giving excellent performance to post them at the station of their choice. Officers/employees giving unsatisfactory performance will mandatorily be transferred to a 'difficult' place of posting.
- c) Officers who have been appointed especially for North-Eastern or southern regions will be transferred only after the appointment of new officer or after completing minimum 7 years service. This tenure will remain same for other places also. After completing 3 years tenure, as far as possible transfer of other Officers posted at North-Eastern region will be done at their preferred station considering work requirements. Such proposals/requests in which an Officer has requested to be transferred to his previous station will not be accepted before 3 years of date of his relieving from previous office.
- d) Personnel who want to be posted only at North-Eastern region, as far as possible will not be transferred elsewhere.
- e) Such officers who have not been posted at North Eastern or Southern region during their service will be posted at these regions at the time of promotion provided that their age of superannuation is not less than 2 years. If the officers don't assume charge of their new posting, it will imply that they have rejected promotion and as per rules they will be debarred (for one year in case of adhoc promotion and for three years in case of regular promotion.)
- f) If husband and wife both are personnel of Government of India, as far as possible both of them will be posted at the same station (place of work).
- g) Generally, transfer of these personnel will be carried out from April to July session so that studies and training work of their children is undisturbed.
- h) On promotion, personnel will be posted mandatorily at other place provided that his age of superannuation is not less than 2 years. If the personnel doesn't assume charge of his new

posting, he will not be promoted and will be debarred (for one year in case of adhoc promotion and for three years in case of regular promotion) from promotion.

i) As per the work requirement or in special circumstances, any officer/employee could be transferred to any Regional Implementation Office or Headquarters. However, Director/Head of Office will have to record justification of transfer in file.

j) Transfer on humanitarian grounds viz. posting of husband and wife at the same station, posting on medical grounds, handicapped personnel and personnel whose children are mentally retarded- such cases as far as possible will be dealt with sympathetically and the reasons will be recorded in writing.

k) Personnel who have been posted at other offices on deputation, on repatriation they will be posted only at stations with vacancies. After being repatriated at the place of work from deputation, they will not have the right to redeployment/posting.

l) Any personnel can be transferred with his post to any Centre or Headquarters in public interest.

m) Transfer of these personnel will be carried out by competent authority on the recommendation of a committee.(Details given in Para 3)

2. Cadre of Group 'C' employees, M.T.S and other administrative employees being regional will be transferred in the same region as per the above mentioned policy.

3. Details of transfer committees constituted for transfer of Officers/Employees working in the Department of Official Language and its subordinate offices are mentioned below :

1) Department of Official Language(Service Cadre)

For Gazetted Officers

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|---------------------------------------------------------------------------|------------------|
| 1. Joint Secretary (O.L) | Chairman |
| 2. Director (Service) | Member Secretary |
| 3. Other Director/Deputy Secretary
of Department of Official Language. | Member |

For Non-Gazetted Personnel

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|-------------------------------------------------------------------------------|------------------|
| 1. Director (service) | Chairman |
| 2. Any Other Director/
deputy secretary of Department of Official Language | Member |
| 3. Under Secretary (Service) | Member-Secretary |

On the recommendation of the above committees, Secretary (OL) for the transfer of Gazetted officers and joint secretary (OL) for Non-Gazetted Personnel will be the competent authority.

2. Department of Official Language (Implementation)

For Gazetted Personnel

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|---------------------------------------------------------------------------|----------|
| 1. Director (Implementation) | Chairman |
| 2. Any Other Director/deputy secretary of Department of Official Language | Member |

3. Under Secretary (Implementation)

Member-Secretary

For Non-Gazetted Personnel

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|-----------------------------------------------------------|------------------|
| 1. Under Secretary (Implementation) | Chairman |
| 2. Any Under Secretary of Department of Official Language | Member |
| 3. Section Officer (Implementation) | Member-Secretary |

On the recommendation of the above committees, Secretary (OL) for the transfer of Gazetted officers and joint secretary (OL) for Non-Gazetted Personnel will be the competent authority.

3. Central Translation Bureau-

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|---------------------------------------------------------------------|------------------|
| 1. Joint Director (Headquarter)
Central Translation Bureau | Chairman |
| 2. Deputy Director
Central Translation Bureau | Member |
| 3. Deputy Director (Typing/Shorthand)
Central Translation Bureau | Member |
| 4. Administration Officer
Central Translation Bureau | Member Secretary |

On the recommendation of the above committees, Secretary (OL) for the transfer of Director & Joint Director, Joint Secretary (OL) for Deputy Director & Assistant Director and Director (Central Translation Bureau) for other cases will be the competent authority.

(4.) Central Hindi Training Institute-

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|---------------------------------------------------------------------------|------------------|
| 1. Joint Director
Central Hindi Training Institute | Chairman |
| 2. Deputy Director (North- Central)
Central Hindi Training Institute | Member |
| 3. Deputy Director (Typing/Shorthand)
Central Hindi Training Institute | Member |
| 4. Deputy Director
Central Translation Bureau | Member |
| 5. Administration Officer
Central Hindi Training Institute | Member Secretary |

On the recommendation of the above committees, Secretary (OL) for the transfer of Director & Joint Director, Joint Secretary (OL) for Deputy Director & Assistant Director and Director (Central Hindi Training Institute) for other cases will be the competent authority.

(4.) These Orders will be implemented with immediate effect.

(Harinder Kumar)
Director (Administration)

Copy to:

1. Director, Central Hindi Training Institute
2. Director, Central Translation Bureau
3. Under Secretary (Impl.1)
4. Under Secretary (Service)

Copy for information to:

1. Senior PPS to Secretary (OL)
2. PS to Joint Secretary (OL)
3. Senior Technical Director, NIC (OL)
4. All Directors/Deputy Secretary of Official Language Department