



CENTRAL OFFICE

HUMAN RESOURCE DEVELOPMENT – INDUSTRIAL RELATION POLICY WING

Staff Circular No.: 1250

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File No. : 41

Dept. Running No.: 464

ALL OFFICES

NORMS FOR TRANSFER OF MAINSTREAM / SPECIALIST OFFICERS IN SCALE I, II AND III.

Modifications:

1. The placement of promotees shall be considered in the ratio of promotions in written and normal channel i.e. 70:30 subject to the vacancies available.
2. Promoted officers due to retire in two years shall be given preference in placement after Physically challenged candidates and Lady promotees, under Written/Normal channel as per Merit/Seniority.
3. The cutoff date for determining the requisite period of stay in present Region/Zone for rotational transfers shall be 30th June 2023.
4. Specialist Officers shall indicate Five Regions, of their choice, in order of preference for transfer on request.
5. In case of request transfers, all employees who have completed or are due to complete the requisite eligibility period as on 30th of June 2023, can apply for request transfer.

1. Attention is invited to our Staff Circular No. 1168 dated 08/12/2021, conveying amendments in "Norms for Transfer of Mainstream / Specialist Officers in Scale I, II and III".
2. Board of Directors in the meeting held on 3rd December 2022 has reviewed and approved provisions of the Norms for Transfer of Mainstream / Specialist Officers in Scale I, II and III.
3. Promoted Officers under Mainstream and Specialist category shall be posted in the ratio of promotions in written and normal channel i.e. 70:30 in the chosen place of preference subject to available vacancies.
4. Promoted officer who is due to retire in two years under mainstream or specialist category, shall be given preference for placement after Physically challenged candidates as defined by govt guidelines and lady promotees, under Written/Normal channel, as per Merit/Seniority.
5. The cut-off date for determining the requisite period of stay for Rotational and Request transfers under mainstream or specialist category shall be 30th June 2023.

6. Specialist officers shall provide five regions of their choice as per their preferences while applying for transfer on request.
7. Number of regions to be chosen as preferences is optional. An officer can choose any number of regions of the maximum number allowed.
8. The revised document on 'Norms for Transfer of Mainstream and Specialist officers in scale I, II and III' are enclosed at **Annexure I** and **Annexure II** respectively.

All branches/ offices are accordingly advised to take note of the contents of this circular and bring the same to the notice of all staff members working at their end, besides displaying a copy on the staff notice board for information.


(SMRUTI RANJAN DASH)
GENERAL MANAGER- HRD

