

**F.No.SM/01/19/2012
Government of India
Ministry of Science & Technology
Department of Science & Technology**

Dated the 08th January, 2014

OFFICE MEMORANDUM

Subject: Constitution of Placement Committee(s) to consider Transfer/Posting in respect of officers of Survey of India.

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In pursuance of the Hon'ble Supreme Court's judgement dated 31.10.2013 in WP (Civil) No.82/2011 in matter of Shri T.S.R Subramaniam and Others Vs. Union of India and Others, and with reference to the Department of Personnel & Training OM NO.11013/10/2013-Estt.A dated the 22nd November 2013 and communication No.11013/10/2013-Estt.(A) dated 26th December, 2013, it has been decided to constitute two Placement Committees as per following details and composition / function akin to the Civil Services Board (CSB) to consider Transfer / Posting of Group 'A' officers in Survey of India:

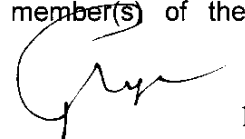
2. Competent Authorities for Transfers

2.1 Transfer/ posting of officers of Director/ DSG and above rank

- 2.1.1 All transfers/ postings of officers of Director/ DSG and above rank shall be done by Government (Department of Science & Technology) after considering proposals submitted by the Surveyor General.
- 2.1.2 Proposals for transfers under this category will be sent to DST by Surveyor General along with recommendations of a committee (**Placement Committee-I**) with the following composition.
- 2.1.3 Composition of Placement Committee-I:
- | | | | |
|-----|-----------------------------------------------------------------------------|---|-----------------------------------------------------------------------------------------|
| (a) | Surveyor General | : | Chairman (Ex-Officio) |
| (b) | One Officer of Additional Surveyor General (ASG) rank from the Civil Stream | : | Member
(to be nominated by DST from a Panel of three names sent by Surveyor General) |
| (c) | One Officer of ASG rank from the Defence Stream | : | Member
(to be nominated by DST from a Panel of three names sent by Surveyor General) |
| (d) | Representative of DST [Director/DS (SMP) or in his absence, US(SMP)] | : | Member (Ex-officio) |

Notes:

- (i) Only serving officials will be nominated as member(s) of the Committee.



- (ii) Officers whose own cases of transfer are under consideration may not be part of the committee.
- (iii) Generally the officers who are left with less than three months of service may not be nominated as members.
- (iv) Three members, including the Chairman, would constitute the quorum for the committee.
- (v) Out of two members at serial no.(b) & (c), one should be preferably from field offices.

2.1.4 Government can also, for reasons to be recorded in writing, and in public interest, order *suo moto* transfers under this category.

2.2 Transfers/ postings of other Group A officers (below Director/ DSG rank)

2.2.1 Transfers/ postings of other Group A (below Director/ DSG rank) officers may be done by Surveyor General.

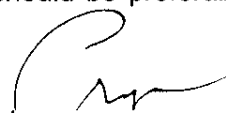
2.2.2 Transfer/ postings under this category by Surveyor General shall be made based on the recommendations of a committee (**Placement Committee-II**) with following composition.

2.2.3 Composition of Placement Committee-II:

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|-----|--------------------------------------------------------------------------------|---|-----------------------------------------------------------------------------------------|
| (a) | Senior-most ASG, generally from amongst posted at Survey of India Headquarter. | : | Chairman
(to be nominated by DST on the recommendation of Surveyor General)) |
| (b) | One Officer of and above the rank of Director / DSG from the Civil Stream. | : | Member
(to be nominated by DST from a Panel of three names sent by Surveyor General) |
| (c) | One Officer of and above the rank of Director / DSG from the Defence Stream. | : | Member
(to be nominated by DST from a Panel of three names sent by Surveyor General) |
| (d) | Representative of DST [Director/DS (SMP) or in his absence, US(SMP)] | : | Member |

Notes:

- (i) Only serving officials will be nominated as member(s) of the Committee.
- (ii) Officers whose own cases of transfer are under consideration may not be part of the committee.
- (iii) Generally the officers who are left with less than three months of service may not be nominated as members.
- (iv) Three members, including the Chairman, would constitute the quorum for the committee.
- (v) Out of two members at serial no.(b) & (c), one should be preferably from field offices.



- 2.2.4 (a) Government, for reasons to be recorded in writing, shall have the right to cancel / modify any transfer/ posting order issued by Surveyor General under this category.
- (b) Government can also, for reasons to be recorded in writing, and in public interest, order *suo moto* transfers under this category.

Functions of Placement Committee(s):

- 3.1 Placement Committee(s) will consider all cases of Transfer/Posting of officers who have completed the requisite tenure at a particular station/post as well as requests of officers for posting to a particular station on compassionate grounds etc. and make their recommendations strictly in accordance with the provisions of the Transfer Policy 2012 for Group 'A' Officers of Survey of India circulated vide this Department's Order dated SM/01/19/2012 dated 20.12.2012 read with Corrigendum dated 05.04.2013 (Annexure-I & II respectively) and as amended from time to time, including the amendments effected / provisions introduced through this O.M.
- 3.2 Placement Committee(s) while giving its recommendation in any particular case(s), shall –
- (a) Take note of existing vacancies at various levels and give a complete chain of transfer/posting proposals to fill such vacancies to the extent possible (including posting of officers in Military Survey) along with proposals to transfer out officials who have completed their maximum prescribed tenure, as well as cases of request transfers and transfers suggested by Surveyor General on administrative grounds.
 - (b) Give due reasons/ justifications for the same, indicating clearly whether the recommendations are fully in accordance with the norms/ criteria/ guidelines enshrined in the Transfer Policy, as amended from time to time, and / or instructions issued by Govt. from time to time.
 - (c) Cases recommended in relaxation of the policy should be accompanied with detailed justification.
 - (d) Each recommendation should be accompanied with complete past and present posting record of the officer concerned.
 - (e) Request transfers/cases not recommended by the Placement Committee would also be sent to the competent authority (DST/SG as the case may be) along with reasons thereof.
 - (f) It would be the joint and several responsibility of the Chairman and members to ensure that recommendations of the Committee are in accordance with the provisions of this policy.

Tenure of Placement Committee(s)-

- 4.1 Tenure of the Committee(s) will be for a period of one year with effect from the date of constitution. However, the Committees will continue to function till re-constituted by DST, subject to a maximum of two years.
- 4.2 However, any vacancy caused due to retirement / transfer of members may be filled by DST midway.

Nature of Committee(s) –

- 5.1 The Committees are advisory / recommendatory in nature.



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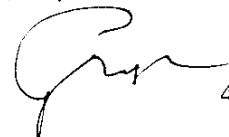
- 5.2 The recommendations of the Committees are subject to acceptance by Competent Authority (DST/Government in the case of Placement Committee-I and Surveyor General of India in the case of Placement Committee-II).
- 5.3 The Competent Authority, for the reasons to be recorded in writing, may reject or modify the recommendations of the Committee, as considered necessary.
- 5.4 The decision of the Competent Authority would be final and will not be called in question by the officials concerned. However, the officials concerned would be free to file Review Petition before the DST in respect of decisions taken by DST after consideration of recommendation of Placement Committee-I, and before Surveyor General of India in respect of decision taken by Surveyor General of India after considering recommendations of Placement Committee-II. Further, officials aggrieved by the decision of Surveyor General of India on the Review Petition filed before him, may file a Second Review Petition before DST, and decision of DST shall be final.
- 5.5 Unless any particular transfer order(s) issued by the Competent Authority is / are stayed, pendency of the Review Petition(s) before DST / Surveyor General of India would not give any right to the concerned officials to delay his relieving from the present post and / or joining at the new post in accordance with the transfer / posting orders already issued.
- 5.6 Transfer / postings to Military Survey/ Military Survey Units will be done by Govt. in consultation with the competent authority of the Ministry of Defence (MS Branch) / Military Survey.

Tenure of Officers at a particular post / station -

- 6.1 All Group A officers shall be given a minimum tenure of 3 years (2 years in case of North – East and Jammu and Kashmir) and maximum tenure of 5 years (4 years in case of North – East and Jammu and Kashmir) at any particular station, subject to condition that tenure of particular post held by him should not exceed 4 years.
- 6.2 No officer should serve in any particular station, whether in a single posting or different postings, at the level of Director and above, for a total period of more than 10 years.
- 6.3 Every Group A Officer, in particular the officers of and above Director/ DSG rank, are expected to serve at least one tenure of 2 years in North-East / Jammu & Kashmir / such other difficult areas as notified by Govt. from time to time, in their entire career.
- 6.4 All Group A officers belonging to Defence stream are expected to serve the minimum prescribed period under Recruitment Rules in Military Survey / its field establishment, subject to a minimum of 5 years in Sol and Military Survey each, in their entire career. Further, the tenure of Defence officers at any particular station will also be governed by instructions issued by Ministry of Defence / Army, from time to time.
- 6.5 To the extent possible, every Group 'A' officer should have a minimum tenure of three years in two different zones including specialized zones / Directorate.

Miscellaneous –

- 7.1 Government would be competent to relax any of the above stated criteria of tenure and norms of transfers etc. in extraordinary cases, in public interest for reasons to be recorded in writing.



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- 7.2 Surveyor General will put in place a similar mechanism for Group-'B' & 'C' Officers of Survey of India, duly keeping in view the provisions of respective Recruitment Rules, Government Instructions, terms and conditions of appointment of such officers etc. and notify within a period of 2 weeks from the date of this O.M., put it in the public domain and send a copy to DST.
- 7.3 The Placement Committee will be served by SOI H.Q.
- 7.4 For considering Annual General Transfers in accordance with the provisions of the transfer policy, Placement Committees will generally meet during December/January with a view to adhere to the time schedule laid down in the policy. However, the Committee can meet on other occasions, as considered necessary, to consider mid-term cases of transfer.



(G Vijayaraghavan)

Deputy Secretary to the Govt. of India

Distribution:

1. The Surveyor General of India, Survey of India, Post Box No. 37, Hathibarkala Estate, Dehradun 248001, Uttarakhand for strict compliance. The contents of this O.M. be brought to the notice of all concerned and put on Survey of India's website. Further, a panel of names, along with requisite details for nominating members on the Placement Committee be sent to DST within one week of date of this O.M.
2. Sr. PPS to Secretary, DST/PS to JS(A).
3. Shri J.A. Vaidyanathan, Director, Department of Personnel & Training.
4. FICCI Cell, DST, for uploading in the DST website.

**Government of India
Ministry of Science & Technology
Department of Science & Technology
(SMP Division)**

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Transfer Policy 2012 for Group 'A' Officers of Survey of India

1. Introduction

At present transfer/ posting of Group A officers is governed by the Transfer/ Placement Policy 2009. Subsequently, vide instructions of DST, the transfer/ posting of officers of Director/ DSG and above rank are ordered with the prior approval of DST. With a view to develop a completely transparent and well reasoned transfer and posting policy which ensures fairness and neutrality, avoiding transfer and posting based on personal discretions, it has been decided to modify the existing transfer policy. Accordingly, the committee was constituted by Surveyor General vide SG's order no. E.I-5190/1466-Rules dated 8th June 2012. The Committee submitted its recommendations/ draft Transfer/ Placement Policy, which was circulated to all zonal offices, Directorates, Service Associations. This draft has been further deliberated and accordingly Transfer Policy 2012 for Group A officers of Survey of India has been finalized.

2. Definitions

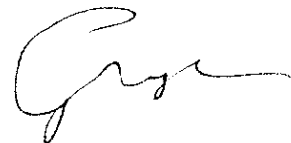
Family: Wife, Children including legally adopted children, step children and children taken as wards, Parents. This also includes the family as defined vide Min. of Health and FW OM No.S-14025/29/89-MS dated 5.6.1990 and OM No.4-24/96-C&P-CGHS(P) dated 31.5.2007.

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.



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 policy will be applicable to Group A officers of Survey of India (including those working in Military Survey Headquarter or its field units).

4. Categories of Transfers

4.1. Transfer on Administrative Grounds.

4.2. Transfer on Completion of Tenure/ Repatriation.

4.3. Transfer on Compassionate Grounds.

4.4. Transfer on Request.

5. Competent Authorities for Transfers

5.1. Transfer/ posting of officers of Director/ DSG and above rank

5.1.1. All transfers/ postings of officers of Director/ DSG and above rank shall be done by Government (Department of Science & Technology) after considering proposals submitted by the Surveyor General.

5.1.2. Proposals for transfers under this category will be sent to DST by Surveyor General along with recommendations of a committee (Placement Committee I) headed by Surveyor General and having 2 members of the rank of ASG, one of them should be from defence stream and one from the civil stream. Out of the 2 members one should be preferably from one of the field offices. Further, officers whose own cases of transfer are under consideration may not be part of the committee.

5.1.3. Government can also, for reasons to be recorded in writing, order suo moto transfers under this category.

A handwritten signature in black ink, appearing to be 'G. S. Singh', followed by the number '2'.

5.2. Transfers/ postings of other Group A officers (below Director/ DSG rank)

- 5.2.1. Transfers/ postings of other Group A (below Director/ DSG rank) officers may be done by Surveyor General.
- 5.2.2. Transfer/ postings under this category by Surveyor General shall be made based on the recommendations of a committee (Placement Committee II) headed by the senior most Additional Surveyor General posted at Sol Headquarters with 2 more members of and above rank of Director/ DSG, one of them should be from defence stream and one from civil stream. Out of the 2 members, one should be preferably from one of the field offices. Officers whose own cases of transfer are under consideration, may not be made part of the committee.
- 5.2.3. Government, for the reasons to be recorded in writing, shall have the right to cancel/ modify any transfer/ posting order issued by Surveyor General under this category.

Norms/ criteria for transfers/ postings

- 6.1. Except for transfers/ postings on administrative grounds due to vacancies arising during the course of the year or transfer on account of extreme medical grounds, or serious disciplinary ground cases or such other extra ordinary reasons in public interest, the general transfers would be undertaken normally once in a year during the month of April, for which the process would be initiated during the month of December of the preceding year, during which the officers desirous of seeking transfers on request/ compassionate grounds/ medical grounds etc. can file their applications for transfer to station of their choice, indicating 3 stations only in the order of preference. All requests received during the month of December of the preceding year, shall be processed on merits and in accordance with well laid down transparent and objective criteria/ norms and proposals would be sent to Government for transfer of officers of and above the rank of Director/ DSG during the month of January. The proposals of other Group A officers shall be processed at the level of Surveyor General. All general transfers/ postings under this system shall be ordered during the month of March / April and officers concerned shall exchange charge during April within a maximum period of 30 days, from 1st April / date of order, whichever is later, failing which they shall be deemed to have been relieved from their existing place of posting in accordance with transfer/ posting orders issued by the competent authority.
- 6.2. While considering transfers under this category, including for request transfers, following factors will also be kept in mind:

- (a) Every Group A Officer, in particular the officers of and above Director/ DSG rank, are expected to serve atleast one tenure of 2 years in North-East/ Jammu & Kashmir/ such other difficult areas as notified by Govt. from time to time, in their entire career.
- (b) All Group A officers belonging to Defence stream are expected to serve the minimum prescribed period under Recruitment Rules in Military Survey / its field establishment, subject to a minimum of 5 years in Sol and Military Survey each, in their entire career. Further, the tenure of Defence officers at any particular station will also be governed by instructions issued by Ministry of Defence / Army, from time to time.
- (c) To the extent possible, every Group A officer will be given a chance of atleast one posting of 3 years' tenure in his home state/ zone during his entire service.
- (d) No officer should serve in any particular station, whether in a single posting or different postings, whether at same level or at different levels for a continuous period of more than 7 years.
- (e) No Group A officer should remain in a particular post for more than 5 years.
- (f) To the extent possible, every Group 'A' officer should have a minimum tenure of three years in two different zones including specialized zones / Directorate.

Note: Government would be competent to relax any of the above stated criteria in extraordinary cases for reasons to be recorded in writing.

6.3. Request postings of Group A officers at a choice station, whether his home district/ state/ zone, or otherwise, during the last two years of his superannuation can be considered subject to availability of vacancies at that station, administrative reasons and his 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.

6.4. All Group A officers shall be given a minimum tenure of 3 years (2 years in case of North-East and Jammu & Kashmir) and maximum tenure of 5 years (4 years in case of North-East and Jammu & Kashmir) at any particular station, subject to condition that tenure of a particular post held by him should not exceed 4 year. All such officers who have completed the tenure during the second half of the year or will complete their tenure during the first half of the year shall be considered for 'transfer out' at the time of general transfers during the March / April month.

6.5. Transfer on compassionate grounds viz. posting of husband and wife at the same station, medical reasons, physically challenged employees, employees who have mentally retarded children etc will also be considered along with general transfers, except for cases of serious medical emergencies or such other extraordinary compassionate reasons requiring mid-term transfers, which shall be considered on case to case basis on merits, for reasons to be recorded in writing, subject to availability of vacancies and without creating large scale displacement of other officers.



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6.6. The competent authority (Government or Surveyor General, as the case may be) would also be free to order mid-term transfers at any time on other administrative exigencies like disciplinary proceedings, vigilance cases, serious complaint cases etc, in accordance with the guidelines/ instructions of Government/ CVC issued from time to time.

6.7. Notwithstanding anything contained in this policy, in particular in this para, Government may, if considered necessary, order transfers at any time of the year in relaxation of the policy/ norms and criteria stated in this para.

Miscellaneous

7.1 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 as well as outside India. Notwithstanding anything contained in this policy, transfer from any particular station/ to any particular station cannot be claimed as a matter of right. Transfers/ postings are the prerogative of Government/ competent authority. However, such decisions will be taken on merits in accordance with the laid down criteria/ norms mentioned in this policy. Wherever transfers/ postings are ordered in relaxation of the policy and/ or norms and criteria enshrined in this policy, due reasons for doing so shall be recorded by the competent authority.

7.2 Transfer/ postings to Military Survey/ Military Survey Units will be done by Govt. in consultation with the competent authority of the Ministry of Defence (MS Branch)/ Military Survey.

7.3 Transfer of Group A officers to IISM will be based on well defined objective and transparent criteria as recommended by the concerned Placement Committee.

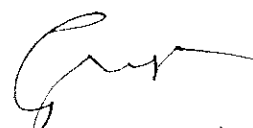
7.4 Proposals for request transfer on compassionate grounds should be accompanied by complete details of the case and relevant documents.

7.5 Request for transfers should be sent to Surveyor General through the Head of Office (Director in case of GDCs/ Special Directorate, Zonal Head in case of zones etc.), who shall forward all such requests with his comments within 10 days of receipt of such requests to Surveyor General. While forwarding such request, the Head of Office, will, in addition to his recommendation, give relevant details with regard to pendency of any disciplinary/ vigilance cases pending against such officer, punishments imposed in the last 3 years, adverse entries, if any, in the last 3 years' ACR/ APRs, warning/ advise issued in the last 3 years and such other relevant details, including verification of the facts/ grounds stated in the application for seeking transfer on request



- 7.6 Other things remaining same, 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, those who wish to construct their first own house at the station sought for posting on the plot already purchased 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.
- 7.7 Transfer on compassionate grounds viz. posting of Husband & Wife at same station, physically challenged employees, posting of employees who have mentally retarded children and such other categories will be done, subject to availability of vacancies and other administrative exigencies, duly keeping in view the instructions issued by DoPT/ Govt. from time to time.
- 7.8 Placement Committee(s) while giving its recommendation in any particular case(s), shall give due reasons/ justifications for the same, indicating clearly whether the recommendations are fully in accordance with the norms/ criteria/ guidelines enshrined in the Transfer Policy and/ or instructions issued by Govt. from time to time. Cases recommended in relaxation of the policy should be accompanied with justification. Each recommendation should be accompanied with complete past and present posting record of the officer concerned. Request transfers/cases not recommended by the Placement Committee would also be sent to the competent authority (DST/SG as the case may be) along with reasons thereof. It would be the joint and several responsibility of the Chairman and members to ensure that recommendations of the Committee are in accordance with the provisions of this policy.
- 7.9 The officers to be posted as Head of Zones would be generally senior to the officers posted as Directors of various GDCs / Special Directorates in that Zone, who directly report to the Zonal Head.
- 7.10 Mid-term transfers would be done by causing least displacement of existing officers.

Approved by Department of Science & Technology vide No. SM/01/19/2012 dated 20.12.2012.


(G. Vijayaraghavan)
Deputy Secretary to the Govt. of India

Government of India
Ministry of Science & Technology
Department of Science & Technology
(SMP Division)

No. SM/01/19/2012

Dated: 05th April, 2013

CORRIGENDUM

Subject : Transfer Policy 2012 for Group 'A' officers of Survey of India - reg.

Clause 6.2 (d) and Clause 6.2 (e) of the Department of Science & Technology Order No. SM/01/19/2012 dated 20.12.2012 on the above subject may be read as follows:

- 6.2 (d) *No officer should serve in any particular station, whether in a single posting or different postings, at the level of Director and above, for a total period of more than 10 years.*
- 6.2 (e) *No Officer should remain in a particular station continuously for more than 5 years.*



(G. Vijayaraghavan)
Deputy Secretary to the Government of India
Tel. No. 26524894

Copy to:

1. The Surveyor General of India, Survey of India, Post Box No.37, Hathibarkala Estate, Dehradun 248 001, UTTARANCHAL. This may be circulated to all Directorates /Zones/Specialised Zones/Printing Group and all other concerned offices of Survey of India.
2. FICCI Cell, DST, for uploading in the DST website.
3. Copy to F. No.SM/01/04/2013

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