

Transfer Policy of Group A, B & C staff in Labour Bureau

Labour Bureau is an attached office under the Ministry of Labour & Employment headed by Director General, an HAG Officer of IES service. Two Main wings of Labour Bureau are located at Chandigarh and Shimla. Besides this the organization has four Regional Offices located at Chennai, Kolkata, Ahmadabad and Kanpur and on Sub Regional Office at Mumbai. The main functions of the organization are collection, compilation and dissemination of Labour Statistics.

In due discharge of its assigned mandate, the officers of IES and ISS services are posted in Labour Bureau. At present the sanctioned strength of IES/ISS service officers is 32. The officers from IES/ISS have their own transfer policy and are controlled by their cadre controlling authorities i.e Ministry of Finance for IES officers and Ministry of Statistics & Programme Implementation for ISS officers. Further the Administrative staff is drawn from the CSS/CSCS and their transfer policy is controlled by the DOPT.

The only staff left in Labour Bureau is the Investigators Grade I and Investigators Grade II for whom the Director General, Labour Bureau is the appointing authority. A total no of 223 sanctioned posts are there for Investigator Grade I and Investigator Grade II in Labour Bureau. The Primary duties of these field staff is to collect the Labour Statistics from the primary units located in different States/UTs, undertake liasoning work with the offices of Labour Commissioner, States DES Offices and other agencies. These staff is posted at Head Quarters in Chandigarh/Shimla and in the different Regional Offices of Labour Bureau. Due care is taken by the competent authority to ensure that the services of the field staff are utilized judiciously.

While considering general transfers, including request transfers, in respect of Investigators Grade I and Investigators Grade II officers for whom Director General is competent authority following factors are given due consideration:

- a) Except for transfers/ postings on administrative grounds due to vacancies arising during the course of the year/period 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 on the basis of functional requirement**. In this process adequate care will be given to ensure the optimum utilization of human resources in the exigencies of work while achieving balance between all-round exposure and expertise in a particular area of work.
- b) Officer serving 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 5 years shall be eligible for transfer to a different station/post. **The period of stay of a particular officer at a particular station/post would be defining criterion for selection of the officer for transfer due to functional requirement**. However, due consideration will be given to officers nearing superannuation, having school

going/marriageable children - especially daughters, old parents with chronic ailments and such other relevant factors.

- c) Normally there should be a gap of minimum two years between one sensitive posting to another.
 - d) Request postings of officers at a choice station, whether his home state/ region, or otherwise can be considered subject to availability of vacancies at that station, administrative reasons and his record of earlier postings. No officer can claim posting at choice station as a matter of right.
 - e) 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 and such other relevant factors.
 - f) 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 relieving at the earlier station.
 - g) 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.
 - h) Mid-term transfers would be done by causing least displacement of existing officers. However, the competent authority 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.
 - i) If the spouse of an officer is also working in a Central/ State Government Office, he/she should be posted to the station where spouse is working or a nearby station as far as administratively possible, in terms of the DOP&T's extant guidelines in this regard.
 - j) Notwithstanding anything contained in herein above, the competent authority may, if considered necessary, order transfers at any time of the year in relaxation of the policy/ norms and criteria stated as above.
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