

No.79/01/2022-Adm.I  
Government of India  
Ministry of Labour and Employment  
Labour Bureau  
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Shram Bureau Bhawan,  
Sector 38 West, Chandigarh.

Dated the 24<sup>th</sup> May 2022

**Circular**

Subject: Draft Revised Transfer Policy for the employees of Labour Bureau

A draft revised Transfer Policy (Annexure) for the employees of Labour Bureau is circulated amongst all the stakeholders inviting comments or suggestions by post or email, latest by 30<sup>th</sup> June 2022.

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Under Secretary  
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Copy to:

- i. All the employees of Labour Bureau
- ii. Notice Boards at headquarters Chandigarh and Shimla Wing and all the Regional Offices
- ✓ iii. MTU with a request to upload this circular on the website of this Office for placing it in public domain

## Draft Transfer policy for Labour Bureau

Labour Bureau is a premier organization in the field of labour and price statistics. Labour Bureau, headed by its Director General, functions with a total staff strength of 375 officers from different services viz IES/ISS/CSS/CSSS/CSCS/SSS/CSOL and those posts which are administratively controlled by Director General Labor Bureau. Major proportion of the employees of Labour Bureau are posted at its headquarters in Chandigarh and at its Shimla office. The Bureau has its regional and sub-regional offices all over India i.e. Kanpur, Ahmedabad, Kolkata, Mumbai, Chennai, Guwahati, including its three newly opened regional offices at Jaipur, Hyderabad and Indore.

2. The transfer of IES/ISS/CSS/CSSS/CSCS/SSS/CSOL officers is done by their respective cadre controlling authority. However, the transfer of officers is regulated by DGLB in whose case he is the cadre controlling authority and this policy for transfer is applicable to these posts i.e. EDP Manager, Programmer, Assistant Director (Ex-cadre), ALIO, SLIA, Economic Officer, Investigator Gr.II, Staff Car Drivers, Hindi Typist, MTS and all staff members in MTU and departmental canteen, the posts which have hitherto been referred as 'posts of Labour Bureau'.

3. Recruitment to almost all the posts of Labour Bureau, except Group A posts, is done on regional basis in view of the nature of work which requires knowledge of the local language and region. The transfer of employees, therefore, will be mostly need based due to administrative reasons.

4. General Features of transfer policy

- a. All the employees are liable to be transferred and posted anywhere in India.
- b. All the transfer and postings will be made with an aim to harmonise objectives of institutional memory, avoid development of vested interests and provide exposure to the employees of working in different environments. It would also be endeavoured that satisfaction level of employees is met to the extent possible subject to that the administrative efficiency of the Office is not affected adversely.
- c. The first posting of the direct recruit will normally be in the region from where he has been recruited through SSC.
- d. The transfers will normally be effected in the month of April to coincide with the academic session of the school going children of the employees.

- e. Employees due for retirement within next two years, counted from 1<sup>st</sup> April of the year, will normally be exempted from transfer.
  - f. On promotion of the employee, continuation at the present station will be subject to availability of vacancy in the promoted post at the station.
  - g. The transfers will not be periodical but need based due to administrative reasons, or on arising of vacancy or on request of the employees
  - h. A transfer can be ordered at any point of time due to administrative exigencies in which case the transfer orders will indicate the reasons and criteria adopted for transfer except in cases which are due to disciplinary or criminal proceedings.
5. Tenure : The minimum tenure at a station of posting to be determined from the date of joining at the station, will be as under:
- a. An employee on direct appointment to the post will normally serve at the station in the region of his recruitment for at least four years.
  - b. An employee transferred on his own request on the station of choice will normally serve at that station for a period of at least five years, the period after which the post will be treated as vacant and in case another eligible employee opts for that station, the employee will be transferred to any other station where the vacancy is available.
  - c. An employee transferred on his promotion will serve at the transferred station for a period of at least three years.
  - d. An employee transferred for any reason, not mentioned in a, b, & c above will serve at the station for a period of at least two years or until concurrence of the Vigilance Officer in case the transfer was due to disciplinary proceedings, whichever is later.

Note: An employee will become eligible for requesting transfer after completion of the prescribed tenure. The consideration of request will be subject to administrative efficiency and availability of a vacancy. The Administrative efficiency will basically be determined on the basis of availability of sufficient number of employees at the station from which the transfer has been sought.

6. Additional grounds for transfer on request: Transfer on the under mentioned grounds may also be made irrespective of prescribe tenure in para 5 above:
- a) On grounds of spouse in government service [as per terms and conditions laid down in DoP&T's O.M. No. 28034/9/2009-Estt.(A) dated 30.09.2009].

b) On grounds of employees having mentally challenged child (children) [as per terms and conditions laid down in DoP&T's O.M. No. 14017/41/90-Estt.(RR)(Vol.II) dated 30.09.2009]

c) On grounds of employee recruited against PwD category [as per terms and conditions laid down in DoP&T's O.M. No. A-B 14017/41/90-Estt.(RR) dated 10.05.1990].

7. Procedure for transfer

A. Transfers necessitated by occurrence of a vacancy/ anticipated vacancy at a particular station

- a. All the vacancies which are to be filled up by transfer will be circulated inviting options from the eligible employees.
- b. The applications received from employees will be given weightage in accordance with the criteria indicated in the Annexure-I and awarded scores.
- c. The applicant getting highest score for a particular vacancy will finally be considered for transfer to that vacancy.
- d. In case no application for a particular vacancy is received, the transfer will be ordered on the basis of weightage and criteria mentioned in Annexure-II.

B. On promotion, on repatriation from deputation or for any other reason like re-distribution of sanctioned posts, abolition of a post etc.

- a. All the vacancies will be filled up by adopting the procedure mentioned in para A above

**Note: Vacancies for which requisition has already been sent to the Regional Office of SSC shall not normally be considered for filling up by transfer, therefore, all the vacancies be circulated before sending a requisition.**

8. This policy is mere guidelines for effecting the transfers and any or all of the provisions mentioned herein may be relaxed, for the reasons to be recorded in writing, at the discretion of the Director General Labour Bureau.

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## Annexure – I

| Sl. No. | Criteria  | Maximum Points | Calculation process/Remarks   |
|---------|---|----------------|---|
| a       | b   | c              | d   |
| 1.      | Length of Central Govt. service   | 40             | Length of Govt. service in completed years as on 1 <sup>st</sup> April of the year          |
| 2.      | Seniority in the grade  | 20             | Twice the number of completed years as on 1 <sup>st</sup> April                             |
| 3.      | Spouse ground   | 10             | In case of equal points, Female or those belonging to ST category will be given preference. |
| 4.      | Persons with Benchmark disability   | 20             | 20 points to those above 40 years of age and 15 points to others.                           |
| 5.      | Single Parent with minor children   | 20             | 20 points to Female and 15 points to Male.  |
| 6.      | Chronic disease of self or family. [Here the family is as defined in CS(MA) Rules. List of diseases is as per Annexure – III. | 20             |   |
| 7.      | Current disciplinary proceedings  | -5             |   |

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Annexure – II

- a) All the officers being considered for transfer will be informed 7 days in advance and given an opportunity to make a representation, if they, desire so.
- b) Officers who have completed tenure as prescribed in 5(b) above will be considered first provided that his choice posting was not on the grounds of chronic disease, disability or disabled child.
- c) If no officer as in 5(b) is available then the officers covered in 5(a), who are posted at Chandigarh/Shimla will be considered in reverse order of their seniority with due consideration to their representation.

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List of chronic diseases

1. Chronic Heart disease and Chronic Artery disease
2. Chronic Renal Failure
3. Brain Tumours and Malignancy of different organs
4. Paraplegia/Cuadriplegia/Hemiplegia
5. Multiple Sclerosis, Mysthenia Gravis, Parkinson's Diseases
6. Thalassemia (Major), Haemophillia, Aplastic Anaemis, Myelodisplastic Disorder
7. AIDS
8. Liver and Kidney transplant

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