

**TRANSFER OF CIVILIAN EMPLOYEES BELONGING TO  
THE AFHQ – INSTRUCTIONS REGARDING**

1. These instructions are primarily applicable to the members of the Armed forces Headquarters Civil Services, AFHQ Clerical service and AFHQ Stenographers Service. These shall also be applicable to the other categories of AFHQ civilian employees under the administrative control of the CAO. Regarding the categories in respect of which it may not be practicable to comply with these instructions, the requisite decision shall rest with the CAO.

2. **Transfer of Employees – General Instructions.**

(a) The CAO shall issue transfer orders of an employee to a particular Headquarters/ a Branch of the Army Headquarters, an Inter-Service Organisation. Posting within the Headquarters/Branch/ISO (hereinafter called “establishment”) shall be the responsibility of the concerned administrative authority in the establishment.

(b) The CAO may order the transfer of an employee from one establishment to another on any one of the following grounds: -

(i) On the promotion of an employee to a higher grade.

(ii) On the request from the concerned establishment to transfer an employee, for given reasons, which are accepted.

(iii) On considerations of a request from an employee seeking transfer, the CAO being convinced that such transfer would be in the overall interest of proper administration.

(iv) On the request from an establishment for the posting of a particular individual for manning a specialised appointment.

(v) On any other administrative ground, to be judged by the CAO.

(c) The transfers on the grounds mentioned above can be effected by the CAO, **irrespective of the length of service** rendered by the employee in the establishment concerned. Similarly, internal postings within the establishment can be effected by the concerned establishment on similar grounds (as in b(i) to (v) irrespective of the length of service rendered by the employee in a particular Section/Directorate.

(d) In a case where the establishment concerned refuses to implement the transfer orders issued, the CAO, as the Cadre Controlling Authority, may, wherever required, unilaterally relieve the employee, without the consent of the establishment. In such cases, the employee concerned shall be struck off the strength of the establishment, where he is serving on a specified date, and directed to report forthwith to the establishment to

which he has been posted. If the employee does not report for duty, by the prescribed date, to the establishment to which transferred, he shall be treated as on “ absent from duty” and shall also be liable for disciplinary action for wilfully disobeying orders. Such orders, issued by the CAO, shall take precedence over other internal orders issued by the establishment in which the employee was serving.

(e) An employee who has less than two years to serve before retirement on superannuation, shall, as far as possible, not be transferred from the establishment where he is serving unless there are specific administrative considerations for doing so.

(f) An employee who has been transferred from one establishment to another shall not, normally, be posted back to a such establishment within a period of three years, unless there are acceptable administrative considerations for reposting him.

(g) An employee once transferred to an establishment shall not be unilaterally surrendered to the CAO's Office. If the establishment concerned has any problem in regard to the placement of the employee, it may take up the matter with the CAO's Office, through normal channels.

### 3. **Turnover of employees :**

While the AFHQ Cadre officials provide the much needed continuity, which is conducive to the functional efficiency of the establishment, it is necessary, in the interest of sound administration and considerations of security, that no employee is allowed to continue in an establishment for an unduly long period. In this context, employees would be turned over on a regular basis, as per the following: -

(a) **Inter-establishment turnover.** An annual exercise shall be conducted by the office of the CAO in the month of July every year, to issue transfer orders of all the employees who have completed 10 years or would be completing 10 years during the year, in any establishment. [Amended in 1993 and 2000. Officers of the level of CSO and equivalent - 6 years, and officers of the level of ACSO and below - 8 years]. These orders shall be implement with the utmost speed by the establishments concerned. Exceptions, if any, in this regard, shall be made only with the specific approval of the Competent Authority.

(b) **Intra- establishment turnover.** A six monthly exercise shall be conducted, by every establishment, in the months of July and January every year, to rotate within the establishment itself the following categories of employee who have completed three years or would be completing three years during the half year, in their current appointment: -

(i) Officers, both gazetted and non-gazetted up to the level of CSO, employed in sensitive sections.

(ii) All stenographers and personal staff attached to officers. [Amended in 2000. 3 year rule for intra-establishment turnover applicable to stenographers attached to officers with sensitive work. Stenographers attached with other officers would be turned over after they complete the normal tenure].

The above postings shall be regulated as under: -

(i) The list of sensitive sections in an establishment shall be identified in advance, with the approval of the competent authority.

(ii) Exceptions, if any, shall only be made in rare cases, with the specific approval of the Competent Authority.

(iii) Any information relating to the above stated turnover policy or in regard to any specific query regarding transfers of officers from/to sensitive sections or of stenographers and personal staff attached to officers, is of a classified nature. It shall, therefore, not be divulged to any person not authorized to seek it.

(iv) The posting orders of stenographers who are serving in a small establishment, where no other post of stenographer in the comparable grade is available, shall be issued by the CAO's office.

#### 4. **Transfers outside Delhi.**

The employees of the organized services of the AFHQ are predominantly Delhi based. However, there are certain posts located outside Delhi and the employees of the AFHQ, who have all India service liability, can be posted against such appointments. The following instructions shall regulate such postings: -

(a) An employee who has less than three years to serve before superannuation shall not be transferred to a new Station, unless he himself has made such a request.

(b) No employee shall be transferred to a new station, except on a specific request from the employee himself, before he has completed five years of service in Delhi.

(c) Such transfers out of Delhi would normally be made only once in an employee's career and, if administratively feasible, he shall be posted back to Delhi, after completion of five years of service in the new Station.

(d) A Group 'C' and 'D' employee shall not normally be transferred out of Delhi, except on promotion and /or on a request from the employee himself.

(e) A lady employee shall, normally, not be transferred out of Delhi, except on a specific request from her.

(f) An employee whose spouse is employed in a Government Department/Public Sector Undertaking located in Delhi shall not, normally, be transferred out of Delhi.

(g) Transfer orders out of Delhi in respect of an employee shall be issued only by the CAO.

[Authority Note No. 73298/TO/Policy/CAO (P-1) dated 18 March 1991]

These Instructions supercede all the existing orders regarding the transfer of civilian employees belonging to the organized services of the AFHQ. These are also applicable, mutates mutandis, to the other categories of employees who are under the administrative control of the CAO's Office.

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[Authority Note No.A/73298/TO/Policy/CAO/P-1 dated 25-05-1993]

It has been decided to continue the turn over policy with the following reduced tenures :-

- (a) For CSOs and above - 5 years
- (b) For ACSOs and below - 7 years

As regards those employed in sensitive jobs, the existing policy of turn-over within the Organization after a tenure of three years shall continue to be applicable.

In view of the above, para 3(a) of enclosures to the Office Note dated 18.03.91 may be substituted as under :-

“(a) Inter-establishment turn over : - An annual exercise shall be conducted by the Office of the JS(Trg) & CAO in the month of July every year, to issue transfer orders of all the employees who have completed or would be completing during the year in any particular establishment, a total period of service as detailed under: -

- (i) Officers of the status of CSO and above ; and - 5 years
- (ii) Officers of the status of ACSO and below - 7 years

[Authority Note No.A/73298/TO/Policy/CAO/P-1 dated 25-05-1993]

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[Authority Note No 73298/TO/Policy/CAO/P-1 dated 19 -5-2000]

Turn over policy modified. The modified tenures would be as under: -

- (a) Officers of the level of CSO and equivalent - 6 years
- (b) Officers of the level of ACSO and below - 8 years

Stenographers excepting those who are attached with officers dealing with sensitive nature of work would be turned over after they complete the normal tenure. Thus, the intra-establishment turn over of stenographers would be restricted to only those individuals who are attached with officers in sensitive sections.

An employee, who has less than three years to serve before retirement on superannuation, shall, as far as possible, not be transferred from the establishment where he is serving. However, this would not be applicable to those employees who have been granted extension against the normal tenure. In their case the existing provision as per para 2 (c) of the Instructions issued on 18 Mar 91 would apply.