

No.14020/5/2008-UTS-II
Government of India
Ministry of Home Affairs
* * * * *

North Block, New Delhi-110 001.

Dated, the 10th February, 2011.

To

1. The Chief Secretary,
Govt. of NCT of Delhi,
Delhi Secretariat, I.P. Estate,
NEW DELHI - 110 002.
2. The Chief Secretary,
Andaman & Nicobar Islands,
PORT BLAIR.
3. The Administrator,
Lakshadweep Administration,
KAVARATTI.
4. The Administrator,
Daman & Diu and Dadra &
Nagar Haveli Administration,
MOTI DAMAN.
5. The Commissioner of Police, Delhi,
Delhi Police Headquarters, I.P. Estate,
NEW DELHI.

Sub: Guidelines for transfer / posting of DANICS and DANIPS officers - Reg.

Sir,

I am directed to forward herewith a copy of Guidelines for transfer/posting of the officers of the NCT of Delhi, Andaman and Nicobar Islands, Lakshadweep, Daman and Diu and Dadra and Nagar Haveli Civil Service (DANICS) and the NCT of Delhi, Andaman and Nicobar Islands, Lakshadweep, Daman and Diu and Dadra and Nagar Haveli Police Service (DANIPS) for information and appropriate action.

2. It is requested that wide publicity about the aforesaid guidelines may please be given amongst the officers concerned with NCT of Delhi,

Andaman & Nicobar Islands, Lakshadweep, Daman & Diu and Dadra & Nagar Haveli Civil Service (DANICS) and NCT of Delhi, Andaman & Nicobar Islands, Lakshadweep, Daman & Diu and Dadra & Nagar Haveli Police Service (DANIPS).

Yours faithfully,

{ Vyomesh Pant }
Section Officer

Copy to :-

1. Sr. PPS/PPS/PS to HS, AS(CS), JS(UT) and Director (Services).
2. SO (IT), MHA with request to upload the said guidelines in the website of MHA.

{ Vyomesh Pant }
Section Officer

Encl. as above.

**GUIDELINES FOR TRANSFER / POSTING OF
DANICS/ DANIPS OFFICERS**

The Delhi, Andaman & Nicobar, Lakshadweep, Daman and Diu and Dadra and Nagar Haveli (Civil) Services (DANICS) and Delhi, Andaman & Nicobar, Lakshadweep, Daman and Diu and Dadra and Nagar Haveli (Police) Services (DANIPS) provide officers to administer the Civil and Police Administration, respectively, of the Union Territory segments, i.e., Delhi, Andaman & Nicobar, Lakshadweep, Daman and Diu and Dadra and Nagar Haveli (to be categorized 'hereinafter' as Delhi and the outlying segments comprising the remaining UT segments). DANICS and DANIPS officers are liable to be transferred from one Union Territory to the other.

2. It has to be ensured that no constituent segment serviced by the Cadre remains starved of Cadre officers and that onus to serve in the constituents outside Delhi and also in Delhi is shared among the officers equitably. In the interest of cadre management and transparency in transfer/posting of the DANICS/DANIPS officers, following guidelines for transfer/posting of DANICS/DANIPS officers are framed.

(i) The tenure of the DANICS/ DANIPS officers in the 'outlying segments' will be as follows:

The promotee DANICS/ DANIPS officers will have to serve in one of the outlying segments for a minimum period of 2 years. The direct recruit officers are required to serve in the outlying segments in two spells – the first spell will be of minimum 3 years and the second will be of minimum 2 years. However, the number of stints and duration in outlying segments may vary subject to availability of suitable officers.

(ii) The following periods will be excluded from the calculation of tenure spent in outlying segments:

(a) Period spent on long leave, including study leave.

(b) Period spent on a training course of duration longer than six weeks.

(iii) The transfer and postings of DANICS/ DANIPS officer would be decided with the approval of the Joint Secretary (UT), i.e., the appointing authority.

(iv) Station seniority list of officers in each grade may be prepared on the basis of total period that they have spent in Delhi from the date of

entering in the service, i.e., DANICS/ DANIPS. Officers, normally, may be posted to the outlying segments on the basis of station seniority.

(v) Primary consideration for inter-constituent transfer would be to ensure availability of the officers in outlying constituents in adequate numbers.

(vi) The decisions on transfers would, as far as possible, be taken in consonance with the academic session and communicated well in advance, especially, before the academic session begins, so that disturbance during academic session are minimized.

(vii) Due regard may be given to representation of an officer, who is due for transfer but whose children are studying in 10th /12th class, for stay in Delhi or other place of his posting. For this purpose, every officer will notify MHA at the beginning of academic session that his/her child has entered 10th/ 12th class so that MHA gets the opportunity to take due note of the fact before taking a decision regarding posting of the officer. However, such officer should also submit an undertaking in writing that he /she is willing to be relocated outside the segment on transfer after his/her child has completed 10th/12th Class. In order to ensure availability of officers and to fairly distribute the onus of serving in the outlying segment, the continuance in Delhi / any segment on the ground that child is studying in 10th/12th Standard may be subject to availability of officers in outlying segments.

(viii) The officers whose retirement is due within two years may not, normally, be posted in the outlying segments. However, at the request of the officer, his/her transfer/ retention at an outlying constituent may be permitted even on the verge of retirement. It is further clarified that this stipulation will not be applicable to those officers, who resort to delaying tactics on one account or the other to avoid getting posted to outlying segments.

(ix) The officer willing to be posted or continued in outlying segment, may make a representation in that regard and the same would be considered and they may be allowed to do so subject to availability/requirement of officers.

(x) Husband and wife may, subject to availability of posts, be posted in the same constituent in accordance with the extant instructions of the Govt. of India.

(xi) An officer functioning as Deputy Resident Commissioner etc. and based in Delhi for any administrative duty of the outlying UT administration would be treated as if he is on Delhi posting.

(xii) The officer would be relieved to join a segment on transfer within 15 days from the effective date of transfer. Should non-compliance of orders persist, he/she would be deemed 'stand relieved', his/her salary stopped, issued 'displeasure' with the approval of the competent authority and debarred from getting promotion or going on deputation. The onus of joining a segment will lie on the officer.

(xiii) Medical certificate, furnished by an officer in order to seek his transfer or cancellation of transfer on medical grounds would be placed in his ACR dossier and a note to that effect will be made in the column relating to State of health in the ACR of the relevant period.

(xiv) Transfer orders once issued after due consideration will be strictly enforced. Disciplinary action may be initiated against those officers who bring extraneous pressures for cancellation of the transfer orders. Moreover, in each case, a record shall be kept in the ACR dossier of the officer concerned to this effect.

(xv) Notwithstanding anything contained in this policy, Ministry of Home Affairs has the absolute right, if necessary, to transfer or post any officer to any constituent at any time on administrative grounds / in public interest.

(xvi) The Policy shall come into effect from the date of issue. The policy is being issued in order to facilitate the cadre officers and to provide better management. However, the Ministry reserves its right to change any provision of this policy at any time for any reason to be recorded in writing with approval of the competent authority.
