

Patiala House Annexe
Tilak Marg
New Delhi-110001
Dated : June 11, 2021.

OFFICE MEMORANDUM

Subject: Draft Transfer Policy Guidelines 2021 for Central Passport Organization (CPO) employees.

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The existing Transfer Policy Guidelines for employees of Central Passport Organisation were finalized in 2018 after wide consultations. Given the restrictive clauses of TPG such as creation of multiple zones under Clauses 6&7 and non-transferability/non-rotational transfer of Group B (non-gazetted) and Group C employees under Clause 8, Ministry has experienced that the legitimate request transfers of CPO employees are not being accommodated. It has also observed that keeping the Group B (non-gazetted) and Group C employees outside the preview of rotational transfer under Clause 8 are not in line with CVC guidelines, in view of Central Passport Organisation being a sensitive organisation.

2. Further, a lot of the transfer requests are inter-zonal, which is not permitted under the existing guidelines. Therefore, all of the above clauses are very restrictive, and have made it almost impossible for the Ministry to accommodate the Transfer requests of the Group B (Non-Gazetted) and Group C employees of CPO.

3. In view of discontentment among the employees of CPO regarding their request transfers, a draft Transfer Policy Guidelines 2021 has been formulated considering their welfare while following DoPT/CVC Guidelines and instructions and keeping in view the special needs of the organisation which shall supercede all the previous transfer policies. The draft policy guidelines shall have the following benefits:

- Ministry shall be able to accommodate the transfer requests, which will help in reducing the discontentment amongst the CPO employees to a large extent regarding their pending transfers requests as Ministry has around 300 transfer requests which could not be considered within the existing TPG due to having multiple zones for Group A and Group B (Gazetted) employees, and the clause of non-transferability of Group B (Non-Gazetted) and Group C employees.
- This would ease Ministry to accede to the request transfers of those employees who have completed their tenure of 3/2 years at one station and want to be with their families at their native places in view of the prevailing situation in the country due to sudden surge of Covid cases.

- Additionally, employees who join CPO through Direct Recruitment mode through SSC, are posted in zones different from their hometown owing to non-availability of vacancies in their hometown zone; the non-transferability clause for such employees means that they shall not be considered for transfer outside their originally allotted zone until they are promoted to the level of DPO and above. With the proposed changes, Ministry would be able to consider the requests to transfer them to the requested station subject to satisfying other conditions of TPG.
 - Due consideration will be provided to family, education, disability, residual conditions while considering transfers.
 - Further, the existing clause of TPG regarding non-transferability of Group B (Non-Gazetted) and Group C employees is not in line with the extant guidelines of CVC, which prescribe that staff working in sensitive posts are rotated after every two/three years to avoid developing vested interests.
4. However, before implementing the revised Transfer Policy Guidelines 2021, all employees of Central Passport Organisation are requested to submit their inputs/suggestions, if any, latest by 25 June 2021 (by 1500 hrs. through email on sopspcadre@mea.gov.in) for suitable incorporation.
5. Passport Officers are requested to circulate this alongwith FAQ on revised Transfer Policy Guidelines 2021 among all the Central Passport Organisation employees under their administrative control.
6. This issues with the approval of Competent Authority.



(Dipak Das)

Under Secretary (PSP Admn. & Cadre)

Encl: Draft Transfer Policy Guidelines 2021.

All POs

Copy to - OSD (PSP), PMU with the request to upload on PSP portal.

FAQ ON DRAFT TRANSFER POLICY GUIDELINES 2021

Q1. Whether all employees irrespective of their Groups are liable to be transferred all over India?

A. Yes, except Office Assistant, on completion of prescribed tenure as per Clause 3.1 of the said guidelines.

Q2. Whether an employee can stay beyond the prescribed tenure?

A. Yes, subject to fulfilment of General Terms & Conditions of the said guidelines as enumerated in Clause 4.

Q3. If spouse is working in Central Government, can CPO employee's claim transfer to the place his/ her spouse is working.

A. Yes, subject to fulfilment of DoPT guidelines on the subject.

Q4. Can an employee make a request for the station falling in the same category where he is presently posted?

A. No, as the rotational transfer shall be considered from the stations classified as 'A' to 'B'/'C' and vice-versa on completion of prescribed tenure at a particular station subject to availability of vacancies. However, on functional grounds and administrative exigencies, an employee can be transferred to a station falling in the same category where he/she is presently working.

Q5. Can an employee be transferred to the station falling in the same category where he/she is presently working ?

A. Yes, under the provision of revised Transfer Policy Guidelines para 2.3.

Q6. Can an employee be retained at the present station beyond the prescribed tenure whose child is studying in 10th Class?

A. No.

Q7. Can an employee be retained at the present station beyond the prescribed tenure whose child is studying in 12th Class?

A. Yes, all employees are expected to be aware of the time when their children will be in **Class XII**. They should, therefore, plan accordingly and seek posting outside their present station before their children reach **Class XII**.

Q8. What are criteria of classifying the Passport Offices into 3 category i.e. A,B,C ?

A. **Category 'A'** has been devised on the basis of metro cities or State capitals with availability of CGHS facility, government accommodation and a score of 50+ on the Ease of living index issued by the Ministry of Housing and Urban Affairs for the year 2020

Category 'B' cities with good performance on the ease of living index issued by the Ministry of Housing and Urban Affairs for the year 2020, but with minimal availability of Government accommodation, that may or may not have CGHS facility.

Category 'C' considering tough locations.