

**DRAFT TRANSFER POLICY GUIDELINES 2021**  
**OF CENTRAL PASSPORT ORGANISATION**

**1. INTRODUCTION :**

1.1 The **Central Passport Organisation (CPO)** was created in **1959** as a subordinate office of the Ministry of External Affairs and is headed by **Joint Secretary/ Additional Secretary (Passport Seva Programme)** and **Chief Passport Officer**, who also acts as Appellate Authority under the Passports Act, 1967. It works under the overall supervision of **Secretary (CPV & OIA)**. The CPO through its network of Passport Offices, Passport Seva Kendras and Post Office Passport Seva Kendras, is responsible for providing passport and related services to Indian nationals.

1.2 The sanctioned strength of CPO is **2741**. The CPO strives to maintain equitable distribution of its employees all over India on the basis of sanctioned staff strength to ensure efficient functioning of the Passport Offices and optimization of job satisfaction amongst its employees.

1.3 The policy for effecting transfers and postings of employees of Central Passport Organization (CPO) has been formulated as per DoPT/CVC guidelines and instructions and keeping in view the special needs of the organization. This policy supersedes all the previous Transfer policies on this subject and shall be effective with immediate effect.

**2. SALIENT FEATURES OF THE TRANSFER POLICY:**

2.1 All employees of CPO (Group 'A, B and C except Office Assistants) are liable to be transferred on rotational basis all over India on completion of prescribed tenure as their appointments carry all India Service Liability. Office Assistants shall be considered for transfer to accommodate their requests, if any, subject to availability of vacancy and on the merits of each case. However, on promotion to next grade, they are liable to be transferred immediately anywhere in India.

2.2 For the purpose of rotational transfers, Passport Offices have been classified into three categories i.e. 'A', 'B' & 'C' as detailed under:

**Category 'A' :**

Ahmedabad/Bangalore/Bhopal/Bhubaneswar/Chandigarh/Chennai/  
Cochin/ Delhi/ Ghaziabad/ Hyderabad/ Jaipur/Kolkata/ Lucknow/  
Mumbai/ Patna/ Pune/ Nagpur/ Raipur/ Trivandrum.

**Category 'B' :**

Amritsar/ Barcilly/ Coimbatore/ Dehradun/ Jalandhar/Kozhikode/  
Madurai/ Panaji/ Ranchi/ Shimla/ Surat/ Trichy/ Vijayawada/  
Visakhapatnam.

**Category 'C' :**

Guwahati/Jammu/Srinagar

2.3 Rotational transfers 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.

2.4 For the purpose of rotational transfer, the longest stayee list shall be circulated by the Ministry by **October** of the year. The list shall be prepared based on completion of station tenure as on **1st April** of the ensuing year.

2.5 Ministry will issue a circular preferably during **November/December** every year inviting representations from all those officials who are going to complete their tenure in the ensuing year on or before **1st April** in their respective Passport Offices. The representations will be invited in the proforma as per **Annexure I** of the Transfer Policy. The transfer orders shall normally be issued in the month of **February/March** so that the officials can move before commencement of the academic year.

2.6 Once transfer orders are issued, the concerned officer should be relieved by their Controlling Officer immediately after issuance of transfer order **without waiting for substitute** unless direction contrary to this are indicated in the transfer order. On issuance of transfer orders and on disposal of representation, request for leave of any kind shall be considered by the Passport Office where the concerned official has been transferred.

### **3. PRESCRIBED TENURE :**

3.1 Tenure of all the officials excluding Office Assistants shall be **36 months** from the date of joining for all Passport Offices, except for those posted in Guwahati, Jammu and Srinagar where the tenure shall be **24 months** from the date of joining.

3.2 Officials posted at Guwahati, Jammu and Srinagar shall be allowed to exercise their choice of station of posting at the completion of their prescribed tenure and same shall be considered on priority subject to availability of vacancy at the station chosen and administrative exigency.

3.3 The transfer of those employees who are completing their prescribed tenure on **1st April** shall be considered.

3.4 Transfer to a particular station on request to the station where the employee had earlier served shall be permissible subject to the condition that there is a gap of period equal to two tenures. However, this will not be applicable in case of employees completing their tenures as referred in **Para 3.2** above.

3.5 On promotion, an employee at any level shall be posted out of the present Passport Office, if he/she has served in the same Passport Office in any capacity for a period exceeding the prescribed tenure. However, an employee who has not completed the prescribed tenure will also be

transferred out in case there is no vacancy to accommodate him/her in the same station at the post to which he/she has been promoted

4. **GENERAL TERMS AND CONDITIONS :**

4.1 The transfers shall be made on the basis of station **seniority and preferences**. The official with longest stay at Passport Office shall be moved first subject to them fulfilling the other conditions enunciated in this Transfer Policy.

4.2 For the purpose of determining station tenure, the period spent at a station continuously shall be considered irrespective of the post held.

4.3 The requests of differently abled officials who are in receipt of Transport Allowance at double the rate or with more than **40%** disability will be considered for posting to their native/nearest station subject to production of medical certificate from Government Hospital and availability of post.

4.4 The cases where officials or their dependents are suffering from critical diseases like Cancer, Heart diseases, brain diseases, Kidney/Liver diseases, Neuro Problems etc. shall be considered by the Transfer Board on priority subject to availability of posts in that particular station. Such requests are to be forwarded by the Passport Officers with their recommendation along with supporting documents from a Government Hospital or CGHS empanelled hospital.

4.5 Husband and Wife transfer cases shall be decided in line with DoP&T guidelines on the subject.

4.6 Efforts will be made to consider the transfer requests of single parents with school-going children to post them at their stations of choice subject to availability of vacancies.

4.7 The retention of officials for a period of one year on children education/medical grounds/dependents' medical condition after completion of tenure at a particular station may be considered on following grounds:

- (a) Educational grounds shall constitute child studying in Class 12<sup>th</sup> only. 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**.
- (b) Medical ground shall constitute terminal diseases.
- (c) Differently-abled dependents subject to administrative exigency in accordance with the extant instructions of the Government of India.

4.8 Officers having 02 years of residual service may opt either for retention in the station of posting for residual period or may opt for posting to a station of their choice. The request will be considered

subject to availability of vacancy at the station chosen and administrative exigency.

4.9 On the basis of Departmental/Vigilance Proceedings/ verifiable complaint/abuse of authority/misconduct, the official concerned may be transferred to any Passport Office in India.

4.10 In case of bifurcation/merger of office/revision of sanctioned strength/redistribution of posts, any employee is liable to be transferred anywhere.

4.11 Permission for study outside office hours will not be a ground for retention in same station.

4.12 Any official who brings pressure of any kind with a view to seeking review or cancellation of his/her transfer order will render himself/herself liable for disciplinary action under CCS (Conduct) Rules, 1964.

## **5. TRANSFER BOARD :**

5.1 The Transfer Board being the recommendatory body shall comprise the following officers:

- (i) Joint Secretary/ Additional Secretary (PSP) & CPO.
- (ii) Director (PSP)/OSD (PSP) being Head of Project Management Unit (PMU).
- (iii) Under Secretary (PSP-Coordination)/DS/Director.
- (iv) Under Secretary (PSP - Admn. & Cadre)/ DPO (PSP- Admn. & Cadre).

5.2 The Board shall meet once every year preferably in **January/February** to recommend the transfers as per this policy. It shall give due consideration to the representations received, if any.

## **6. COMPETENT AUTHORITY:**

6.1 **Minister of State for External Affairs** is the competent authority to accept the recommendations of the **Transfer Board** for transfer of employees of Group "A" level officers.

6.2 **Secretary (CPV) & OIA** is the competent authority to accept the recommendations of the **Transfer Board** for transfer of employees other than Group "A" employees.

6.3 **Joint Secretary/Additional Secretary (PSP) & CPO** is empowered to issue transfer/posting orders directly on a case to case basis under emergent conditions where a meeting of the Board cannot be convened at short notice for reasons to be recorded in writing. However, this power will be exercised in exceptional circumstances only and not routinely and will be submitted to Secretary (CPV & OIA) for transfer of officials other than Group "A" officers and for Group "A" officers to the Minister of State for External Affairs.

**MINISTRY OF EXTERNAL AFFAIRS  
CENTRAL PASSPORT ORGANISATION  
REPRESENTATION PROFORMA FOR TRANSFER BOARD MEETING 2021**

Sl.No.	Particulars			
1	Name of Officer/Official			
2	Designation			
3	Date of Birth			
4	Date of Superannuation			
5	Home Town (State)			
6	Date of joining the present station			
7	Leave taken during last two years except casual leave			
8	Whether spouse is working in Passport Office; if yes, please give name, designation, date of joining the present station			
9	Whether spouse is working in any other State/Central Government/ PUC; if yes, please give, the name of Organization and place of posting			
10	Particulars of the family { only dependent family members}			
	Name	Relationship with officer	Date of birth	Occupation/grade in case of student
11	Details of all previous postings & positions held with duration			
12	Preference (minimum six stations			

13.	Special considerations on medical grounds (such as critical illness and physical disability) duly certified by PO should be supported by relevant certificate/reports since when <b>from Govt. Hospitals/under CGHS panel.</b>	
14.	Date of submission of Annual Immovable Property Returns (Due 31 <sup>st</sup> January 2021).	
15	Date of submission of APAR and name of Reporting Officer	
16	Any other remarks.	
17	<p>Certified that above information is correct to the best of my knowledge.</p> <p>I undertake to move on further deployment to any Passport Seva Kendra/Post Office Passport Office Passport Seva Kendra falling within the jurisdiction of the concerned Passport Office.</p>	

Signature  
Name in Capital letters  
Date  
Telephone/  
Mobile No.  
E-mail :

**Remarks/Recommendations of RPO**

Recommended/ Not recommended	
Any other remarks, if any.	