

भारत सरकार/Government of India
गृह मंत्रालय/Ministry of Home Affairs
पुलिस आधुनिकीकरण प्रभाग/P M Division
पुलिस आधुनिकीकरण-III शाखा/PM-III Branch

Jaisalmer House,
26, Mansingh Road, New Delhi,

Subject : Rotational Transfer Policy in respect of DFSS Cadre.

The undersigned is directed to refer to DFSS I.D.Note No. DFSS/4(36)/2015-RTP dated 5-8-2016 on the subject mentioned above and to enclose a copy of Rotational Transfer Policy, approved by competent authority i.e. Union Home Minister, in respect of DFSS Cadre for circulation amongst the stake-holders/officers concerned.

2. This has approval of competent authority.


(R K Soni)

Under Secretary (PM-III)

Encl : As above.

Director cum Chief Forensic Scientist, DFSS, New Delhi
MHA U.O.No. 25020/49/2016-PM-III dated 07-09-2016

MINISTRY OF HOME AFFAIRS

Transfer Policy for Directorate of Forensic Science Services

In order to harmonize objectives of institutional memory, avoid development of vested interests and provide exposure to the employees of working in different organizations, inter-alia ensuring overall growth of an officer and in supersession of all existing instructions, Ministry of Home Affairs has hereby formulated this comprehensive Transfer Policy for all category of employees of Directorate of Forensic Science Services (DFSS) and all the Central Forensic Science Labs.

1. Competent Authority:

- 1.1 Rotational transfer of all Group 'A' officers shall be decided by the Competent Authority prescribed by the Ministry of Home Affairs on the recommendations of a committee (Placement Committee-I) headed by the Director-cum-Chief Forensic Scientist and having at least 2 other Members. Employees, whose own case of transfer is under consideration, shall not be part of the committee.
- 1.2 Rotational transfers of Group 'B' and Group 'C' employees working in the Grade Pay of Rs 4200/- or more on regular basis shall be decided by a committee (Placement Committee- II) headed by the Director-cum-Chief Forensic Scientist and comprising of at least 2 more Members. Employees, whose own case of transfer is under consideration, shall not be part of the committee.
- 1.3 Competent Authority, for the reasons to be recorded in writing, shall have the right to cancel/ modify any recommendation made by Placement Committee-I/transfer order issued by the Placement Committees-II under this policy.
- 1.4 The Competent Authority can also, for reasons to be recorded in writing, order suo-moto mid-term transfers order at any time on administrative exigencies like disciplinary proceedings, vigilance cases, complaint cases etc. in accordance with the guidelines/ instructions of Government of India from time to time.
- 1.5 Any proposal for modification of the provisions of this policy will be considered by the Placement Committee-I and its recommendations will be placed before the competent authority.
- 1.6 The Competent Authority for the purpose of this policy shall be as prescribed by MHA.

2. Role of the Placement Committees:

- 2.1 It would be the joint responsibility of the Chairman and Members of the Committees to ensure that the recommendations/decisions of the Committee are in accordance with the provisions of this policy.
- 2.2 Each recommendation of the Committee should be accompanied by complete past and present posting record of the officers concerned. The concerned Placement Committee will recommend rotational transfer keeping in view relevant factors like functional needs of the organization, duration of present posting, past experience, institutional memory, and preference of employee for posting etc.

- 2.3 The concerned Placement Committee, while giving its recommendation/deciding rotational transfer, shall give due reasons/justifications for the same, indicating clearly whether the recommendations are fully in accordance with the norms/ criteria/ guidelines enshrined in the Transfer Policy and instructions issued by Govt. from time to time.
- 2.4 Cases recommended in relaxation of the policy should be accompanied by justification. Request for transfers not recommended by the Placement Committee would also be submitted to the competent authority along with reasons thereof.
- 2.5 Proposals regarding request for transfer on compassionate grounds involving serious medical emergency of the employee or any member of his family or on account of any other extraordinary circumstances like physically challenged employees, employees who have mentally retarded children, posting of husband and wife at the same station requiring mid-term transfer, shall also be considered on a case to case basis on merits, in terms of the guidelines issued by the Govt. of India, by following the same procedure as prescribed for routine transfers.
- 2.6 Request for transfers should be sent to Directorate of Forensic Science Services through the Head of Office, who shall forward all such requests with his comments within 10 days of receipt of such requests to Directorate of Forensic Science Services. While forwarding such request, the Head of Office, will, in addition to his recommendation, give relevant details, including verification of the facts mentioned in the request.
- 2.7 Directorate of Forensic Science Services shall place all such requests with his comments before the concerned Placement Committee for appropriate action within 15 days of receipt of such requests in the Directorate of Forensic Science Services.
- 2.8 The Placement Committee-I shall within 15 days of its meeting place their recommendation in respect of all the requests before the competent authority for taking appropriate decision by MHA..
3. **Provisions regarding meeting of the Placement Committees:**
 - 3.1 Except for transfers on administrative grounds due to promotion and vacancies arising during the course of a year or mutual transfers on request or transfer on account of extreme medical grounds or serious disciplinary ground cases or such other extra ordinary reasons, the general transfers(transfer of employees who have completed the maximum prescribed tenure) would be considered normally once in a year, well before the start of academic session, preferably in the month of January/February for which the process would be initiated during the month of November/December of the preceding year.
 - 3.2 Transfer orders will be issued well before the start of academic session, preferably in the month of February/March.

4. Issues regarding Tenure:

- 4.1 Minimum tenure for every employee at any station shall be three years and minimum tenure in case of stations in the North East Region shall be as per the Government of India Policy in this regard.
- 4.2 No Group 'A' employee shall serve at any particular station, at the same level or at more than one level, including spell at a level below Group 'A', for a continuous period of more than 5 years.
- 4.3 No other than Group 'A' employee covered under this policy shall serve at any particular station, at the same level or at more than one level, including all spell at a level below his present level, for a continuous period of more than 7 years.
- 4.4 Requests for transfer to a station where an officer has worked earlier, will not be entertained before completion of 5 years period from the date of relief from that earlier station.
- 4.5 An officer returning from deputation, long leave/ long term training will be posted back to the same establishment where he/she last served for the balance period of the tenure prescribed for the grade, subject to availability of vacancy and subject to the condition that at least one year of balance tenure is left. On expiry of the balance period of the tenure, the officer will be considered for rotational transfer in the normal course.
- 4.6 Period of leave/training exceeding six months will not be reckoned for the purpose of arriving at minimum tenure at a station.
- 4.7 The cut-off date for calculating the period of residency in an establishment will be 1st January of the year in which rotational transfer shall be carried out. An officer for being covered under this policy should have completed prescribed tenure as on 1st January of the relevant year.

5. Norms to be considered by the Placement Committees:

- 5.1 Keeping in view the importance of maintaining the institutional memory, rotational transfers from any discipline of specialization, in any establishment, in a year, should not exceed 50% of the actual strength of the employees in that discipline of specialization. The employee(s) left out as a result, will be covered in the rotational transfer in the subsequent year. This condition will not be applicable if the actual strength of the employees in any discipline of specialization in any establishment is less than two years.
- 5.2 Transfer Request for mutual transfer of employee may be considered/decided by the concerned Placement Committee subject to the following conditions:
 - (a) Both of the officers who have requested for mutual transfer should have completed at least 50% of the minimum tenure prescribed for the post;
 - (b) The request has been recommended by the Head of the Office concerned;
 - (c) The officers concerned should be clear from vigilance angle.

- (d) Requests for mutual transfers will be considered on a case-to-case basis, keeping in view the functional considerations and Govt. of India guidelines issued from time to time.
 - (e) Tenure in the new establishment will be counted afresh for further routine transfer.
- 5.3 Officers of all grades who are within two years of superannuation will be exempted from rotational transfer.
- 6. General guidelines regarding Transfer of employees:**
- 6.1 Request of employees for posting at a choice station, during the last two years of his superannuation, shall be considered, subject to availability of vacancy at that station and Govt. of India guidelines issued for this purpose from time to time.
- 6.2 Employees will be accommodated, as far as possible, within the same station/region, where spouse is posted, subject to functional needs, availability of vacancies and Govt. of India guidelines issued from time to time. Wherever both husband and wife are working in DFSS, as far as possible, they shall be accommodated at the same station, subject to functional needs, availability of vacancy and Govt. of India guidelines issued for the purpose from time to time.
- 6.3 If any officer, who is due for superannuation within two years of his date of promotion, he/she, irrespective of his/her tenure at that station, will be retained in the same establishment against an existing vacancy of the promotional post. In case of non availability of vacancy of the promotional post, the officer will be transferred to any DFSS establishment where vacancy is available.
- 6.4 The cases of isolated postings involving officers returning from long leave, long term training, shall be decided without following the Placement Committee procedure prescribed in this policy to avoid delay in posting of officers.
7. This issues with the approval of Competent Authority in MHA.



(Sunil Pant)

Deputy Secretary to the Government of India