

Dated 7th January, 2014

HUMAN RESOURCES DEVELOPMENT AND DEPLOYMENT POLICY FOR GROUP A & B OFFICERS OF THE GEOLOGICAL SURVEY OF INDIA

1.0 Purpose of this Policy Document

1.1 GSI is essentially a knowledge-based organization and the development and proper deployment of its human resources is obviously crucial to its continued growth and development. The purpose of this policy is therefore twofold:-

(i) Human resource development, including career development and promotion of specialization and excellence; and

(ii) Human resource deployment including posting, transfer, assignment of work etc. in order to achieve the programmatic goals of GSI.

1.2 The fundamental guideline for the purpose is 'the public interest' and optimization of human resources in the best interest of GSI in terms of its Vision and Charter. While 'transfer for the sake of transfer' needs to be abjured, transfers that facilitate growth of GSI as an organization needs to be implemented in a planned manner.

1.3 The public interest as well as GSI's interests are best served if there is a clear and transparent policy in the public domain, enabling all stakeholders to be adequately assured that deployment within GSI is based on sound and well thought out principles. Hence this document.

1.4 It must be added here that not only must the policy document be in the public domain, but the policy itself should have been developed in full consultation of all stakeholders. **In first phase** a large number of comments, mostly positive, some critical, all constructive, were received and a second draft reflecting as much of these comments as was considered useful and feasible **at the present juncture was placed on the Portal for further comments. The draft was also extensively discussed in the meeting of GSI's Heads of Departments and the final version** of the Policy harmonizes the various points of view. It is expected that as the implementation process becomes more systematic, it will be possible, in the light of experience, to further improve upon this Policy after two or three years. Needless to say, this document will be subject to close and continual scrutiny in this period both in terms of its proper application and its adequacy.

1.5 In the Mission-Region structure which now determines how GSI will function, the basic units for this Policy will be 'Mission', 'Region' and 'State'.

2.0 Objective of the Policy

2.1 GSI is an all India organisation with a pan India presence. All Group A & B officers of the GSI must expect to be transferred and posted anywhere in India as per requirement, in the public interest. GSI's endeavour must be that this is done in the best interest of the organization and its employees, and in a planned and transparent manner.

2.2 Not only should Group A & B officers have the opportunity to have the experience of different geological settings, but each station of GSI at Regional level and below should exhibit adequate All India diversity. As such not more than 25% of the posts in any grade should be filled from the State concerned, and not more than another 25% from other States of the Region.

2.3 Senior level [Director and above] postings at Central Headquarters [CHQ, Kolkata] will be based on merit and aptitude (as determined by the Collegium of ADGs) since CHQ deals not only with programmes, but also with policy, budgeting, H.R. development etc. Accordingly, the general principle would be to ensure that officers with management and planning aptitude evidenced in their postings in the Regions are groomed (subject of course to consideration of seniority) to occupy senior staff positions of DDG/ ADG in CHQ and eventually, Director General. In respect of officers below Director level, tenures at CHQ and Headquarters Eastern Region [with W. Bengal State Unit] will be clubbed together for purposes of this policy, including para 2.2 above. Similarly tenures at Headquarters, Southern Region [with A.P State Unit] and GSI Training Institute Hyderabad, offices of Mission-1B and State Unit Karnataka & Goa at Bangalore, tenures at Delhi and Faridabad are clubbed and those at Mission-II and Central Region [with Maharashtra-East State Unit] at Nagpur shall be clubbed, for this purpose.

2.4 Officers of GSI need to be groomed and prepared for taking up higher responsibilities (on the basis of seniority and expertise) by giving the officers concerned an opportunity to acquire and further increase expertise. Postings and deployments will be made so as to promote specialization as well as appropriate multi-disciplinary expertise. For this purpose the 'Mission' shall be the growth trajectory and where possible, officers will be enabled to specialize in a subject within one of the Missions.

2.5 Conscious effort will be made to ensure continuity of management and systematic succession planning for key posts in the middle and senior management.

3.0 General Principles.

3.1 Keeping with its traditional role [primarily of collecting baseline geoscience data] and to meet emerging challenges GSI must aspire [as enunciated in its Vision statement adopted recently]:

to develop into a world class institution for fundamental as well as applied geoscience, always keeping up with the latest technologies and methodologies.

to create a close-knit national geoscientific community through leadership and collaborative partnerships; and

to acquire and provide expertise and widely disseminate geoscientific information to facilitate informed decision-making by policy makers and public and enable use of geoscientific information for sustainable socio-economic development.

3.2 To realize this Vision a new Charter of operations have been laid out in Resolution No.20/02/2009-M.II dated 21.05.2009 published in the Gazette of India. In order to fulfil its obligations set out in the new charter, GSI has recently adopted functioning in Mission-Region mode w.e.f 01.10.2009. The GSI scientific activities are covered by the following five missions/schemes:

| SL. No. | Mission | Schemes | Components/Activities |
|----------------|--|----------------------------|---|
| 1 | Mission-I [Baseline Geoscience data collection] | Survey & Mapping | Specialized Thematic Mapping, Geochemical Mapping, Geophysical Mapping, Systematic Geological Mapping, Airborne and Marine Surveys. |
| 2 | Mission-II [Natural Resource Assessment] | Mineral Exploration | Exploration for coal (including lignite), gold, base metal, diamond and other minerals. |
| 3 | Mission-III [Geoinformatics] | Information/ Dissemination | Map compilation and publication on various earth science subjects, Information Technology, creation of GSI Portal. |
| 4 | Mission-IV [Multidisciplinary and specialized investigations] | Specialized Investigation | Geotechnical, environmental, landslide studies, earthquake geology and seismology, glacial, geothermal and desert geological studies. |
| | | Multidisciplinary studies | |
| | | Research & Development | Research work on fundamental geosciences and Arctic and Antarctic studies. |
| 5 | Mission-V [Training] | Human Resource Development | Training & capacity building |

3.3 The deployment/redeployment of personnel in GSI to meet its obligations set out in the Vision and Charter shall be regulated by proper and judicious placement of its Group A and B officers. An officer will be required to serve at any location of GSI's Mission or Region of units there under for Field assignment/Lab. Work and allied activities. In his formative years of service, i.e. upto the rank of Director, a Group A officer shall be posted to at least two different stations in at least two different Regions in accordance with his specialization, aptitude and potential.

4.0 Induction:-

4.1 (i) Geologists and Geophysicists on appointment shall be attached as a Batch for training with the GSI Training Institute. On completion of induction training they shall be posted to State Units in Regions for Baseline Geodata collection (mapping assignment) [Mission-I] for the first 4 (four) field seasons with each field season comprising of four months of field work. [A select few based on assessment by GSI training Institute for suitability to function in the Marine domain will be posted with Marine division.]

(ii) Similarly, Chemists and Engineers after completing Induction training shall be placed in Regions/ State Unit Labs.

4.2 Officers initially posted in NER, on their repatriation after completion of their 3 years tenure, as stated in Para 7.1. below, shall have to complete one additional field season on baseline data generation at their new station of postings.

4.3 The general condition is that NO Officer will be posted from GSI Training Institute, on successful completion of induction training, to State Unit in his/her home State

4.4 For Group A and B posts in Finance, Personnel, A.P. &M and other Miscellaneous and Isolated Cadres appointment upto Director level shall be in a State other than home State.

4.5 However, those officers who are initially posted, after Induction training, to the States in North Eastern Region on completion of their tenure as stated in para 7.1 below may be posted to another State in their 'Home Region'.

5.0 Specialization opportunities:-

5.1 On completion of 4(four) years as in 4.1 officers of a Batch will be assessed for suitability for transfer/posting to specialized Missions –II to IV [Operational Directorates in State Unit] based on option and assessment. The assessment shall be made by the Assessment Committee as specified in Para 8 below and the assignment to Mission II to IV will be issued by HR Division of CHQ in the form of an Order. Accordingly the first transfer to Region/State Unit will be as per provisions of paras 5.2 to 5.4 below.

5.2 (i) S & T Group A officers from Geology and Geophysics streams with aptitude for **Natural Resource Assessment** and who have had atleast 4 (four) full field season work experience in mapping (with minimum of four months field work per year except those in Marine mapping who need to have minimum of 2 cruises per season) shall be considered for posting in Natural Resource Assessment divisions in Regions.

(ii) Redeployment of such officers to a Natural Resource Assessment division in another State shall take place every 8 years except for those considered as in 5.7 and 5.8 below.

5.3 (i) S & T Group A officers with aptitude for **Geoinformatics** and who had at least 4 (four) full field season work experience in mapping (with minimum of four months field work per year except those in Marine mapping who need to have minimum of 2 cruises per season) shall be considered for posting in Geoinformatics Mission in CHQ /Regions/State Units.

(ii) Redeployment of such officers to Geoinformatics in CHQ/ another Region shall take place every 8 years except for those considered as in paras 5.7 and 5.8 below.

5.4 (i) S & T Group A officers [from Geology and Geophysics streams] with aptitude for **Fundamental and Multidisciplinary Geoscience** and who have atleast 4 (four) full field season work experience in mapping (with minimum of four months field work per year except those in Marine mapping who need to have minimum of 2 cruises per season) shall be considered for posting in Fundamental and Multidisciplinary Geoscience Mission in CHQ /Regions/State Units.

(ii) Future redeployment of such officers to Fundamental and Multidisciplinary Geoscience in another State shall take place every 8 years except for those considered as in paras 5.7 and 5.8 below

5.5 The DG, GSI shall annually publish a list of officers who on the basis of aptitude have been included for posting within a Mission stream. While generally posting will be done on the basis of the Mission stream, posting outside the stream may be done when circumstances so warrant.

5.6 (i) Group A and B officers of Chemistry and Engineering Support streams who have completed 4 (four) years tenure in a Region/State unit after Induction training shall be posted to another Region/State Unit

(ii) Subsequent redeployment shall take place every 8 (eight) years till they are promoted to the SAG level.

(iii) However, those officers who are initially posted, after Induction training, to the States in North Eastern Region on completion of their tenure as stated in 7.1 below shall be considered for posting to CHQ/Regions/State Units for 5 (five) years, as per their options

5.7 (i) S & T Group A officers of JAG and above level with proven track record in his/her field of specialization and aptitude for training may be posted under the **Training Mission** in GSI Training Institute and Regional Training Institutes on such terms and conditions as specified by Government of India from time to time for postings of Trainers to Training Institutes, provided that the tenure may be extended based on the nature of specialization of the officer.

(ii) On Completion of the tenure in Training Institute each officer should be given the facility of three options relating to his next posting and the Department concerned would arrange for the posting according to the option exercised by the Officer. [Refer DoPT O.M. No. 12017/2/86-Trg. (TNP) dated 31.03.1987].

5.8 (i) S & T Group A officers with aptitude for planning and programming and having atleast 10 full field season work experience in Baseline Geodata/Geoinformatics/Multidisciplinary Geoscience (with minimum of four months field work per year except those in marine mapping who will attend to minimum of 2 cruises per year) shall be considered for posting in Technical Directorates in Mission /Divisions and also in Support Systems.

(ii) Future redeployment will be after 8 years to Mission/Division/ Support System/Region/State Unit based on specialization.

5.9 In order to develop specialisation, officers shall be allowed and encouraged to work in a field of their choice subject to the objectives and functional requirements of the department. The officers, who have undergone specialised training in various earth science related fields in India/abroad, may be required to serve in the concerned specialised field/laboratory, spread across India as per the requirement of the department.

6.0 Rotational Posting :-

6.1 Group A officers from Geology and Geophysics streams who are assessed as being suitable for the purpose and all other Group A and B officers [of Non-S & T streams and, Miscellaneous/Isolated Cadres] who have completed residency period of 8 years in a particular location [place] shall be redeployed on rotational basis from one State to another State for mapping/Lab and other work with redeployment in accordance with individual capability, aptitude and work experience. Unless the officer opts for a change of Region, or there is a requirement of public interest the rotation may take place within the Region.

6.2 Group-B and JTS officers of GSI shall be redeployed on promotion to another Region/State unit as a matter of policy, and cases of transfer of officers on the verge of promotion should be considered accordingly, so as to avoid frequent transfers.

6.3 STS and above level officers in GSI on promotion [or placement in NFSG] shall be redeployed to another Mission/Region/State Unit (at another station) as a matter of policy, provided that in case his tenure at the current station is less than 5 years, he may be retained [till the end of his eighth year] if he so opts and a suitable vacancy is available. In all such cases, an officer with less tenure shall be given preference over an officer with a longer tenure.

6.4 (i) Deployment and Redeployment of Group A and B officers of GSI to stations [places] in North Eastern Region [**including Sikkim**] should be so regulated that it generally conforms to Government policy in this regard [G.I.M.F.OM No.20014/3/83-E.IV dated 14 Dec.1983 attached as Appendix 1]

(ii) As a policy, all Group A & B officers up to JAG level should be posted once to NER, except those officers who have completed three winterings in Antarctica. Also, those who have already served in NER station(s) for more than 5 years shall not be redeployed in NER except on written request or in SAG and above level posts

6.5 Group A & B officers in GSI with 2 years of residual service before superannuation, on request may be exempt from redeployment in a manner as mentioned in paras 5.1 to 5.5 except on promotion in which case transfer is effected as a policy subject to para 6.3.

7.0 Postings in North Eastern Region [including Sikkim]:-

7.1 Every JTS Officer shall have tenure of 3 years in the North-East Region including Sikkim. Provided that a lady officer may be given a choice in place of posting within the North-East Region.

7.2 On completion of the 3 year tenure, the officer shall be posted to a Region of his choice (and to a Station therein based on preference indicated, but subject to availability) subject to availability of vacant posts. Provided that the officer may exercise this facility if he/she so chooses, at any subsequent time within the next 10 years at his/her convenience.

7.3 In order to ensure that it does not act as a disincentive to officers being posted into NER, posting out at the end of tenure shall not be linked to the joining of the substitute. It shall be the duty of the HOD of the officer being posted in to ensure that he is relieved forthwith.

7.4 Period spent on leave and tour outside the Region in excess of 30 days during the tenure shall be excluded for the purposes of calculating the length of the tenure and the officer's name shall be included in the list for General Transfer out of North-East Region, if he has completed an actual tenure of 2 years and 9 months.

Notwithstanding the above, deployment of SAG and above level posts will be as per para 9.0 of the policy.

8.0 Assessment Committee and Placement & Assessment Collegiums:

8.1 (i) Assessment Committees shall be constituted in each Region consist of:

- 1) Head of Department (HOD) of the Region
- 2) DDG (Missions), and
- 3) Director (Training).

(ii) This Committee shall assess the officers of a batch for Mission specialization in accordance with guidelines issues by HR Division from time to time.

(iii) The guidelines of HR Division shall include

- methodologies for assessment
- indication of stream wise/region wise likely availability of posts in JTS/STS/JAG grade etc

(iv) Initial placements in Mission streams shall be provisional for a period of 2 years. An Assessment Collegium comprising ADGs shall be constituted by the DG to assess the work of the officer during the 2 year initial placement and the DG shall finalise the placements on the basis of the recommendation of this collegium. To enable assessments, the ACRs of the officers shall include columns to evaluate aptitude for Mission based specialization.

8.2 The Director General shall constitute a Placement Collegium of Addl. DGs (Mission-Stream wise) consisting of the following:

- | | |
|--|--------------------|
| 1) Addl. D.G (Administrative Support System) | - Chairman |
| 2) Addl .D .G (Mission Concerned) | - Member |
| 3) D. D.G (Training Institute) | - Member |
| 4) Director (HRD) | - Member Secretary |

8.3 The DG, GSI shall order the deployment of officers on the basis of recommendations of the Placement collegium. The Ministry of Mines will be the final Authority for approval of the recommendations of the Placement Committee in respect of SAG level and higher levels of officers.

9.0 Minimum Tenure of posting

In order to achieve quality output and develop domain specialization/expertise S & T and non S & T officers at different hierarchical levels in GSI will ordinarily be allowed to complete a minimum tenure in a Mission/Administration/Finance/Asset Procurement & Management section/station as tabulated below: -

| Grade of officer | Minimum Tenure |
|----------------------------|--|
| SAG/HAG Officers | No minimum tenure. Posting shall be governed exclusively by functional requirement |
| JAG/JAG [NFSG] | 3 years |
| Group 'B' Gazetted/JTS/STS | 4 years after successful completion of induction training |

However it may be emphasised that this minimum tenure does not imply that an officer has a right to ask for the transfer after completion of the said period. The transfer shall be governed principally by the functional requirement of the department.

10.0 Transfer Collegiums

Transfer collegiums in GSI are structured on the pattern of Civil Service Boards, with central collegiums headed by an ADG and including senior officers from the concerned stream and HRD. The accepting authority for recommendations of the collegiums for deployment of officers up to JAG (NFSG) level, will be the DG, GSI and for officers above that rank it will be the Ministry of Mines.

Transfer in GSI are effected either on the functional requirement/deployment policy implementation at CHQ level or on the recommendation/requirement tendered by the different regions through Regional Collegiums headed by the respective region HOD (**other members being DDG/Senior most Director of all the State Units of the regions, RMH of concerned missions and Director, PSS of the region**). CHQ shall have separate collegium for recommending the transfer/redeployment of officers posted at CHQ and laboratories which shall forward their recommendation to central collegium for consideration.

At CHQ level the recommendations of the Regional Collegiums shall be considered by the central collegiums.

The composition of the central collegiums to consider transfer of different grade of officers in GSI shall be as under –

| | |
|-----|---|
| HAG | Chairman – Senior most ADG at Kolkata Member - ADG Member - Director (HRD) |
| SAG | Chairman – Senior most ADG at Kolkata Member - ADG Member - Senior most DDG of concerned stream (Geology, Geophysics, Chemistry, Engineering, Personnel & Administration, Asset Procurement & Management) |

| | |
|-------------------------------------|---|
| | Member - Director (HRD) |
| JAG / JAG (NFSG) | Chairman – ADG/ Senior most DDG Member – DDG/Senior most Director at Kolkata of the concerned stream (Geology, Geophysics, Chemistry, Engineering, Personnel & Administration, Asset procurement & Management) Member – DDG Member – Director (Planning & Monitoring) Member – Director (HRD) |
| Group 'B' Gazetted / JTS/ STS | Chairman – ADG/ Senior most DDG Member – DDG / Senior most Director at Kolkata of concerned stream (Geology, Geophysics, Chemistry, Engineering, Personnel & Administration , Asset Procurement & Management) Member – Director (P&M) Member – Director (HRD) |

11.0 Time Schedule of General Transfers in the context of the FSP:

11.1 The Field Season shall commence on 1st April each year.

11.2 Proposals for transfer and postings of JTS and STS Officers shall be prepared in CHQ not later than 5th February, based on draft FSP, and discussion in the HOD meeting and finalized on the basis of CGPB decisions of the FSP to meet functional requirement/FSP implementation of each region/State Unit. Minor modification within Region may be done not later than 30 days after commencement of Field Season.

11.3 General transfers shall be completed by 15th April each year.

11.4 Transfers outside the period of General Transfer should only be done:- (i) to fill up a vacancy caused due to promotion, retirement or other unanticipated event, and where the post cannot be kept vacant; (ii) on compassionate grounds for reasons given in para 12.4 below. (iii) on account of a new and pressing requirement which could not be anticipated in the FSP.

12.0 Compassionate postings and transfers:-

12.1 Every officer is expected to serve anywhere in India in the public interest. However, in case it is possible to reasonably make alternative arrangements within the framework of this Policy, personal circumstances of the officers and their families will be given utmost consideration, and for this purpose,

- (i) Where both husband and wife are in Central Government employment, posting to the same station shall be given due weightage subject to considerations of maximum tenure as per the Policy. This has to be in accordance with the DoPT OM No.F.No.2804/9/2009- Estt.(A) dated 30.09.2009 (Appendix-II)

- (ii) Where the officer or his spouse or minor children require to be at a location on account of availability of super-specialized medical services not available at present place of posting, posting to a station of choice (in order of priority) shall be given due weightage.
- (iii) Physically challenged employees shall be considered for transfer under this clause based on nature and extent of the disability.. Definitions of Categories of Disabilities have been given in Para 8 of DoPT OM No. 36035/3/2004-Estt (Res.) dated 29th December 2005 on the subject 'Reservation for the Persons with Disabilities
- (iv) DOPT guidelines issued vide their O.M.No.AB-14017/49/90 Estt (RR) dated 15.02.1991 and O.M. No. AB14017/41/90 Estt.(RR) (Vol.II) dated 05.01.1993 in respect of the employees having mentally challenged child/spouse shall be followed.
- (v) In case of an officer due to superannuate within 2 years, posting to a station of choice (in order of priority) shall be given due weightage. Provided ,in case an officer seeks a posting to a particular station on medical grounds or on grounds of Disabilities, the Placement Committee may send its recommendation to the Director General, GSI after referring the case to a Medical Board for its opinion.

12.2 Applications for posting on compassionate grounds shall be sent on proforma (Annexure-I) along with documents in support and shall be approved by the Director General for consideration during the next General Transfer.

12.3 The list of approved cases for compassionate transfers shall be published in GSI's Portal.

12.4 Where on grounds of extreme urgency, it is not possible to wait till the next General Transfer; a transfer on compassionate grounds may be made after due consideration of the case by a specifically convened Collegium headed by an ADG and acceptance of its recommendations by the Competent Authority.

13.0 Handing over/Taking over:-

13.1 All officers shall, on receiving the order of transfer, forthwith hand over charge to the officer and by such date specified in the order without delay and join at the new place of posting subject to instructions on availing joining time.

13.2 All officers handing over charge shall in their charge report include a list of pending FSP items, including pending Reports. It is the responsibility of the HOD concerned to ensure completion of the report at the earliest.

13.3 The officer taking over charge or assuming charge shall bring to the notice of his superior in writing all cases of pending FSP items and Reports and obtain his directions where necessary.

14.0 Entries in HRMIS/Payroll MIS:-

14.1 Every transfer shall be entered forthwith in the HRMIS and Payroll MIS, and a certificate recorded to this effect before the pay of the officer is drawn at his new place of posting.

14.2 Director [HRD] CHQ will be responsible for requisite entries in HRMIS and seniority lists transfer history and personal details of officers considered by Assessments Committees and the Collegiums shall be certified as having been produced from the HRMIS.

15.0 Ban on transfer of posts:-

15.1 No post shall be shifted from **its present location to any other location without the** approval of the Secretary, Ministry of Mines.

15.2 The current filled in strength shall be the minimum functional strength to be maintained in respect of station of the NER and minimum functional strength of NER shall be increased year on year as fresh induction takes place, till such time as full strength is achieved.

16.0 Methodology of prioritization for transfer:-

16.1 Subject to the provisions of this Policy, an officer with less tenure at a station shall not be transferred out except on request, unless all officers with a longer tenure than him in the same grade and stream have been included in the transfer order.

16.2 All transfer orders along with Station-wise/Grade-wise/Streamwise/ Tenure-wise lists shall be published on GSI Portal in the interest of transparency.

16.3 The Seniority list for each S&T stream shall be published on the Portal on 1st January each year giving current post, and date, and mission specialization.

17.0 Transfer on Administrative Grounds or in Public Interest

Notwithstanding anything contained in this policy, Government may, if necessary in public interest, transfer or post any officer to any station or post. It may be emphasised that any deviation from the laid down norms shall be in public interest and can be made only by recording reasons there for in writing.

An officer against whom the CVC has recommended initiation of vigilance proceedings should not normally be posted or remain posted at the station where the cause of the vigilance proceedings originated. He shall also not be posted on a 'sensitive' charge. This restriction will remain in operation until the vigilance matter is closed.

18.0 Transfer on complaint basis:

Where a complaint is received and in the opinion of the Director General, GSI for reasons to be recorded, continuance of the officer at the station will not be in the public interest, he may order the immediate transfer of the officer pending inquiry, to another Station within the same Region.

19.0 Appeal

19.1 Whenever a redeployment order is issued, the officer concerned shall comply with the order without delay. It would be open to an officer to make representation through proper channel to the Director General, GSI against a transfer order within 10 days from the date of receipt of redeployment order. All such appeal shall be with specific reference to the provisions of this Policy.

19.2 In the event of redeployment order not stayed/modified/ cancelled, if sought in the representation under 19.1 above within 30 days from the date of written representation, Mission/ Division/ Region/State Unit/Lab shall ensure that the officer is relieved by the date prescribed in the redeployment order.

20.0 Availing of Earned Leave after issue of Transfer Orders

An officer under orders of transfer may be granted or allowed to avail Earned Leave if applied for, only after he has joined his new place of posting. The period spent on Earned Leave will not count towards computation of tenure in that station. Officers who proceed on Earned Leave without completing the minimum tenure prescribed for the station/area will have to rejoin the same station for completing the prescribed tenure. In other cases the Board/Placement Committee will decide their posting after they rejoin on completion of the Earned Leave.

21.0 Interpretation in an event of dispute

In an event of dispute in the application of above-mentioned deployment and redeployment policy the interpretation and decision of the administrative Ministry shall be final and binding.

**GOVERNMENT OF INDIA
GEOLOGICAL SURVEY OF INDIA**

**Career Planning Proforma
[Seeking Transfer on Compassionate Grounds]**

1. Name

2. Designation

3. Place of Posting

4. Mission/Region

5. Since when posted at present place

6. How many years of service left

7. No. of previous transfers/locations

8. Present Grounds for seeking transfer

9. Supporting documents

10. Previous transfer application, if any on similar /other

Compassionate reasons (accepted/rejected)

B. Comments of the immediate superior officer

(Signature)

(Signature)

C. Comments and Recommendation of Region/Mission Head

(Signature)

D. Decision of the Director General, GSI

(Signature)

**No.20014/3/83-E.IV
Government of India
Ministry of Finance
Department of Expenditure
New Delhi, the 14th December, 1983**

OFFICE MEMORANDUM

Sub: Allowances and facilities for civilian employees of the Central Government service in the States and Union Territories of North-Eastern Region – improvements thereof.

The need for attracting and retaining the services of competent officers for service in the North Eastern Region comprising the States of Assam, Meghalaya, Manipur, Nagaland and Tripura and the Union Territories of Arunachal Pradesh and Mizoram has been engaging the attention of the Government for some time. The Government had appointed a Committee under the Chairmanship of Secretary, Department of Personnel and Administrative Reforms, to review the existing allowances and facilities admissible to the various categories of Civilian Central Government employees serving in this region and to suggest suitable improvements. The recommendations of the Committee have been carefully considered by the Government and the President is now pleased to decide as follows:

(i) Tenure of posting/deputation:

There will be a fixed tenure of posting of 3 years at a time for officers with service of 10 years or less and of 2 years at a time for officers with more than 10 years of service. Periods of leave, training, etc. in excess of 15 days per year will be excluded in counting the tenure period of 2/3 years. Officers, on completion of the fixed tenure of service mentioned above, may be considered for posting to a station of their choice as far as possible. The period of deputation of the Central Government employees to the States/Union Territories of the North Eastern Region will generally be for 3 years which can be extended in exceptional cases in exigencies of public service as well as when the employee concerned is prepared to stay longer. The admissible deputation allowance will also continue to be paid during the period of deputation so extended.

(ii) Weightage for Central deputation/training abroad and special mention in Confidential Records.

2. Satisfactory performance of duties for the prescribed tenure in the North East shall be given due recognition in the case of eligible officers in the matter of:

- a) promotion in cadre posts;
- b) deputation to Central tenure posts; and
- c) courses of training abroad.

The general requirement of at least three years service in a cadre post between two Central tenure deputations may also be relaxed to two years in deserving cases of meritorious service in the North East.

A specific entry shall be made in the C.R. of all employees who rendered a full tenure of service in the North Eastern Region to that effect.

(iii) Special (Duty) Allowance:

Central Government civilian employees who have All India transfer liability will be granted a Special (Duty) Allowance at the rate of 25 per cent of basic pay subject in the North Eastern Region. Such of those employees who are exempt from payment of income tax will, however, not be eligible for this Special (Duty) Allowance. Special (Duty) Allowance will be in addition to any special pay and/or Deputation (Duty) Allowance already being drawn subject to the condition that the total of such Special (Duty) Allowance plus special pay/ Deputation (Duty) Allowance will not exceed Rs.400/- p.m. Special Allowance like Special Compensatory (Remote Locality) Allowance, Construction Allowance and Project Allowance will be drawn separately.

(iv) Special Compensatory Allowance:

1. Assam and Meghalaya

The rate of the allowance will be 5% of basic pay subject to a maximum of Rs.50/- p.m. admissible to

all employees without any pay limit. The above allowance will be admissible with effect from 01.07.1982 in the case of Assam.

2. Manipur

The rate of allowance will be as follows for the whole of Manipur:-

Pay upto Rs.260/- Rs.40/- p.m. Pay above Rs.260/- 15% of basic pay subject to a maximum of Rs.150/- p.m.

3. Tripura

The rates of the allowance will be as follows:

(a) Difficult Areas 25% of pay subject to a minimum of Rs.50/- and a maximum of Rs.150/-

(b) Other Areas

Pay upto Rs.260/- Rs.40/- p.m.

Pay above Rs.260/- 15% of basic pay subject to a maximum of Rs.150/- p.m.

There will be no change in the existing rates of Special Compensatory Allowances admissible in Arunachal Pradesh, Nagaland and Mizoram and the existing rate of Disturbance Allowance admissible in specified areas of Mizoram.

(iv) Travelling Allowance on first appointment:

In relaxation of the present rules (S.R.105) that travelling allowance is not admissible for journeys undertaken in connection with initial appointment, in case of journeys for taking up initial appointment to a post in the North-Eastern region, travelling allowance limited to ordinary bus fare/second class rail fare for road/rail journey in excess of first 400 kms. for the Government servant himself and his family will be admissible.

(v) Travelling Allowance for journey on transfer:

In relaxation of orders below S.R.116, if on transfer to a station in the North-Eastern region, the family of the Government servant does not accompany him, the Government servant will be paid travelling allowance on tour for self only for transit period to join the post and will be permitted to carry personal effects upto 1/3rd of his entitlement at Government cost or have a cash equivalent of carrying 1/3rd of his entitlement or the difference in weight of the personal effects he is actually carrying and 1/3rd of his entitlement as the case may be, in lieu of the cost of transportation of baggage. In case the family accompanies the Government servant on transfer, the Government servant will be entitled to the existing admissible travelling allowance including the cost of transportation of the admissible weight of personal effects according to the grade to which the officer belongs, irrespective of the weight of the baggage actually carried. The above provisions will also apply for the return journey on transfer back from the North Eastern Region.

(vi) Road mileage for transportation of personal effects on transfer:

In relaxation of orders below S.R. 116, for transportation of personal effects on transfer between two different stations in the North-Eastern region, higher rate of allowance admissible for transportation in 'A' class cities subject to the actual expenditure incurred by the Government servant will be admissible.

(vii) Joining Time with leave:

In case of Government servants proceeding on leave from a place of posting in North-Eastern region, the period of travel in excess of two days from the station of posting to outside that region will be treated as joining time. The same concession will be admissible on return from leave.

(viii) Leave Travel Concession:

A Government servant who leaves his family behind at the old duty station or another selected place of residence and has not availed of the transfer travelling allowance for the family will have the option to avail of the existing leave travel concession of journey to home town once in a block period of 2 years, or in lieu thereof, facility of travel for himself once a year from the station of posting in the North East to his home town or place where the family is residing and in addition the facility for the family (restricted to his/her spouse and two dependent children only) also to travel once a year to visit the employee at the station of posting in the North Eastern Region. In case the option is for the latter alternative, the cost of travel for the initial distance (400 kms./160 kms.) will not be borne by the officer.

Officers drawing pay of Rs.2250/- or above, and their families, i.e. spouse and two dependent children (upto 18 years for boys and 24 years for girls) will be allowed air-travel between Imphal/Silchar/Agartala and Calcutta and vice-versa, while performing journeys mentioned in the preceding

paragraph.

(ix) Children Education Allowance/Hostel Subsidy:

Where the children do not accompany the Government servant to the North- Eastern Region, Children Education Allowance upto Class XII will be admissible in respect of children studying at the last station of posting of the employee concerned or any other station where the children reside, without any restriction of pay drawn by the Government servant. If children studying in schools are put in hostels at the last station of posting or any other station, the Government servant concerned will be given hostel subsidy without other restrictions.

2. The above orders except in sub-para (iv) will also mutatis mutandis apply to Central Government employees posted to Andaman and Nicobar Islands.

3. These orders will take effect from 1st November, 1983 and will remain in force for a period of three years upto 31st October, 1986.

4. All existing special allowances, facilities and concessions extended by any special order by the Ministries/Departments of the Central Government to their own employees in the North Eastern Region will be withdrawn from the date of effect of the orders contained in this Office Memorandum.

5. Separate orders will be issued in respect of other recommendations of the Committee referred to in paragraph-1 as and when decisions are taken on them by the Government.

6. In so far as the persons serving in the Indian Audit and Accounts Department are concerned, these orders issue after consultation with the Comptroller and Auditor General of India.

(S.C. MAHALIK)

JOINT SECRETARY TO THE GOVERNMENT OF INDIA

F.NO.28034/9/2009-Estt.(A)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)
North Block,
New Delhi,

Dated the 30th September 2009.

Subject: Posting of husband and wife at the same station.

In view of the utmost importance attached to the enhancement of women's status in all walks of life and to enable them to lead a normal family life as also to ensure the education and welfare of the children, guidelines were issued by DOP&T in O.M No. 28034/7/86-Estt.(A) dated 3.4.86 and No.28034/2/97-Estt.(A) dated 12.6.97 for posting of husband and wife who are in Government service, at the same station. Department had on 23.8.2004 issued instructions to all Mins.IDeptts. to follow the above guidelines in letter and spirit.

2. In the context of the need to make concerted efforts to increase representation of women in Central Government jobs, these guidelines have been reviewed to see whether the instructions could be made mandatory. It has been decided that when both spouses are in same Central Service or working in same Deptt. and if posts are available, they may mandatorily be posted at the same station. It is also necessary to make the provisions at Paras 3(iv) and (vi) of the O.M. dated 3.4.86 stronger as it is not always necessary that the service to which the spouse with longer service belongs has adequate number of posts and posting to the nearest station by either of the Department may become necessary.

3. On the basis of the 6th CPC Report, Govt. servants have already been allowed the facility of Child Care Leave which is admissible till the children attain 18 years of age. On similar lines, provisions of a.M. dated 12.6.97 have been amended.

All India Services, namely IAS, IPS and Indian Forest Service (Group 'A'); The spouse may be transferred to the same cadre by providing for a cadre transfer of one spouse to the Cadre of the other spouse, on the request of the member of service subject to the member of service not being posted under this process to his/her home cadre. Postings within the Cadre will, of course, fall within the purview of the State Govt.

(ii) Where one spouse belongs to one of the All India Services and the other spouse belongs to one of the Central Services:-

The cadre controlling authority of the Central Service may post the officer to the station or if there is no post in that station, to the State where the other spouse belonging to the All India service is posted.

(iii) Where the spouses belong to the same Central Service: The Cadre controlling authority may post the spouses to the same station.

(iv) Where the spouse belongs to one Central Service and the other spouse belongs to another Central Service:-

The spouse with the longer service at a station may apply to his/her appropriate cadre controlling authority and the said authority may post the said officer to the station or if there is no post in that station to the nearest station where the post exists. In case that authority, after consideration of the request, is not in a position to accede to the request, on the basis of non-availability of vacant post, the spouse with lesser service may apply to the appropriate cadre authority accordingly, and that authority will consider such requests for posting the said officer to the station or if there is no post in that station to the nearest station where the post exists.

(v) Where one spouse belongs to an All India Service and the other spouse belongs to a Public Sector Undertaking:

The spouse employed under the Public Sector Undertaking may apply to the competent authority and said authority may post the said officer to the station, or if there is no post under the PSU in that station, to the State where the other spouse is posted.

(vi) Where one spouse belongs to a Central Service and the other spouse belongs to a PSU:-

The spouse employed under the PSU may apply to the competent authority and the said authority may post the officer to the station or if there is no post under the PSU in that station, to the station nearest to the station where the other spouse is posted. If, however, the request cannot be granted

because the PSU has no post in the said station, then the spouse belonging to the Central Service may apply to the appropriate cadre controlling authority and the said authority may post the said officer to the station or if there is no post in that station, to the station nearest to the station where the spouse employed under PSU is posted.

(vii) Where one spouse is employed under the Central Govt. and the other spouse is employed under the state Govt.:-

The spouse employed under the Central Govt. may apply to the competent authority and the competent authority may post the said officer to the station or if there is no post in that station to the State where the other spouse is posted.

(viii) "The husband & wife, if working in the same Department and if the required level of post is available, should invariably be posted together in order to enable them to lead a normal family life and look after the welfare of their children especially till the children attain 18 years of age. This will not apply on appointment under the central Staffing Scheme. Where only wife is a Govt. servant, the above concessions would be applicable to the Govt. servant.

5. Complaints are sometimes received that even if posts are available in the station of posting of the spouse, the administrative authorities do not accommodate the employees citing administrative reasons. In all such cases, the cadre controlling authority should strive to post the employee at the station of the spouse and in case of inability to do so, specific reasons, therefore, may be communicated to the employee.

6. Although, normal channels of representations/complaints redressal mechanism exist in the Min.IDeptts., added safeguards to prevent non-compliance may be provided by ensuring that the complaints against non-adherence to the instructions are be decided by the authorities at least one level above the authorities which took the original decision when they are below the level of secretary to the Govt. of India/Head of the PSU concerned and all such representations are considered and disposed off in time bound manner.

(C.B.P~I)

Joint Secretary to the Govt. of India