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No.3/1/2001-EI&EP
Government of India
Ministry of Commerce & Industry
Department of Commerce

New Delhi, the 15th July, 2003

2540
17-7-2003

To

Ms. Shashi Sareen,
Director,
Export Inspection Council,
New Delhi

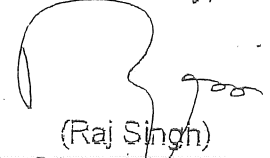
Sub: Transfer policy for the employees of EIC / EIAs.

Madam,

I am directed to refer to EIC's letter No.EIC/D(Q/C).8(Pt)/2003/1534 dated 29th May, 2003 and subsequent letter 16.6.2003 on the above subject and to enclosed herewith guidelines to be followed while effecting transfer of employees of EIC / EIAs.

This has the approval of Additional Secretary and Chairman, EIC.

Yours faithfully,



(Raj Singh)

Deputy Secretary to Govt. of India

Encis. As above.

2600
17/7/03

① Work Reschedule Transfers - pl check the
ca for next yr well - advise
it and Dec

② For other matters, pl have that
guidelines are followed while
making 7 proposals.

07/17

For vs. pl.

And Sub
#/12

(S. L. N. S.)

17/7/03

GUIDELINES FOR TRANSFER/PLACEMENT OF PERSONNEL IN EIC/EIAS

1 OBJECTIVE

1.1 The objectives of the Guidelines for Transfer/Placement are as follows:

- (a) To prepare an officer for taking up higher responsibility by affording him/her an opportunity to acquire insight into the functions and problems of different EIC/EIA activities through actual work experience and job rotation.
- (b) To provide relief from weariness arising due to placement in the same post for a number of years and thereby adding to the general efficiency and productivity of the organisation.
- (c) To ensure continuity of the management and systematic succession for key posts in the middle and senior management level.
- (d) To ensure rotational movements from sensitive areas.

2 Guidelines for Group-A & B officers of Technical & Non-Technical cadre

- 2.1 All Group-A & B officers of Technical cadre and Non-Technical cadre are liable to be transferred anywhere in India where EIC/EIAs have its offices.
- 2.2 Transfers will normally be based on needs of the organisation.
- 2.3 Officers may be moved from one place to another after a stay at a particular station for a period of 5 years. However, they may be moved even earlier in exigency of work, on administrative grounds or any other exceptional circumstances.
- 2.4 Normally, on promotion, officers should expect to be moved out irrespective of the period of current stay.
- 2.5 While considering transfers, wherever feasible, the options of the officers may be taken in the prescribed proforma given in Annexure and efforts made to accommodate their choices, as far as possible. However, there will be no obligation to post officers at stations of their choice.
- 2.6 The principle of longest tenure to move out first will generally be applied for transfer from one station to other whether within the Agency or outside.
 - 2.6.1 For the purpose of transfer, postings at offices in contiguous areas will be deemed as same place. Accordingly, posting at Faridabad office will be deemed as Delhi; Postings at Mumbai and Thane will be deemed as Mumbai; postings at Thoppumpady (Inspectorate), Thoppumpady (Lab), Willingdon Island and Head Office will be deemed as Kochi and postings at Howrah, Barrackpore, Baranagar and Dum Dum will be deemed as Calcutta.

2.7 It shall be the endeavour to post officers of Group 'A' and 'B' to at least two FIAs with tenure of at least 3 years in each FIA before they become due for promotion to Deputy Director.

3 Guidelines for Group-C & D employees

3.1 Normally Group-C & D employees will be retained within the Agency.

3.2 Transfer of Group-C & D employees will be within the Agency and will preferably be done in exigency of work, administrative grounds or any exceptional circumstances.

3.3 Group-C & D employees on promotion to Group-B, will be liable for transfer anywhere in India.

3.4 Notwithstanding the above, the employees may be transferred to outside Agencies in exigency of work, on administrative grounds or under exceptional circumstances like being found surplus.

4 General

4.1 Once transferred, request for transfer back will generally not be entertained unless a period of 3 years has been completed except on highly compassionate grounds. Such transfers shall be without TA/DA. In case the request is accepted after an officer has completed the tenure specified in these guidelines, i.e. 5 years, he will be given TA/DA as per rules.

4.2 Officers in the last one year prior to retirement may be considered for posting at their choice of station subject to availability of vacancy.

4.3 Transfer would normally be effected during the months of April - June to ensure that there is no dislocation of families in between academic year.

4.4 Notwithstanding anything to the contrary, transfers and postings may be done at any time in the exigency of work and for administrative reasons.

4.5 No person should bring any external pressure or influence to bear upon management in respect of matters relating to placement/postings. Such actions may attract disciplinary actions as per rules.

PROFORMA FOR OPTIONS FOR PLACEMENT

(a) My choice of FIAs for posting in the order of preference is as under:-

(i)

(ii)

(b) Within the FIAs mentioned at (a) above, my choice of station in order of preference is:-

(i)

(ii)

(iii)

I understand that while EIC/FIAs would try to accommodate within the choices, there is no compulsion on the part of EIC/FIAs to post (me) on the choices given above and that I am liable to be transferred any where in the Country in the exigency of work.

(Through Head of the Agency)

(Signature _____)

Name & Designation _____

Present place of posting _____