

रक्षा मंत्रालय
MINISTRY OF DEFENCE
{संयुक्त सचिव (प्रशि०) एवं मुप्रअ का कार्यालय}
{Office of the JS (Trg) & CAO}

Subject :- Transfer Requests by AFHQ Employees – Instructions regarding.

Of late, it is noticed that a number of applications for transfer are being received from officials on flimsy grounds. From the cadre management point of view, all the service HQs and ISOs are hereby requested to strictly observe the following while forwarding the transfer applications of AFHQ officers and employees to this office :-

(i) Saving exceptional circumstances, no employee shall be allowed to make application for transfer from an organization until he or she has spent more than 3 years' continuous tenure in that organization. As far as possible, the Coord Section may adjust premature transfers internally within their HQs.

(ii) Subject to fulfilment of the condition (i) above, transfer requests having genuine and convincing reasons only shall be forwarded to this office, along with supporting medical documents where applicable and recommendations thereon by the appropriate authority in user establishment.

(iii) Applications made without following the proper channel of correspondence shall not be entertained.

2. It is also observed that individuals are making frequent personal visits to meet the officers of P-Group to pursue their personal choices for postings. This tendency needs to be curtailed.

3. In view of the above, no transfer application shall be entertained by this office if aforesaid conditions are not fulfilled or the applications are on flimsy grounds. All Coord Sections will disseminate the contents of this Note to the Branches and establishments under their command and control to ensure strict compliance.

4. This has the approval of JS(Trg) & CAO.



(नरेश विर्दी/ Naresh Viridi)

उप मुप्रअ (कार्मिक एवं विधि)/ Dy CAO (P&L)

All Coord Sections of IHQ of MoD (Army)/ ISOs

Air HQ/ PC Coord

Air HQ/ PC (P&T)

IHQ of MoD (Navy)/ DOA (Civ)

All Sections in CAO's Office

HQ IDS

HQ ATVP (Pers)

Notice Board

CAO/EDP Cell (for uploading of CAO Office's website)

Copy to:-

Director (HR)

Director (E&A)

All Dy CAOs

Dir (DHTI)

PPS to JS (Trg) & CAO



MoD JS (Trg.) & CAO, ID No. A/47926/Policy/CAO/P-1, dated 15 April 2015

MINISTRY OF DEFENCE
O/o the JS (Trg) & CAO

Subject: Transfer of Civilian employees belonging to the organized services of the AFHQ – Instructions regarding

Reference this office Notes No. 73298/TO/Policy/CAO/P-1 dated 18 Mar 91, 25 May 93 and 19 May 2000.

2. The existing para 4 of 'turnover policy' issued vide this office note under reference dated 18 Mar 91 relating to 'transfers outside Delhi' may please be replaced with the following: -

"4. Transfers outside Delhi.

The participating offices of the organised services of the AFHQ are predominantly Delhi based. However, there are certain posts located outside Delhi and the employees of the AFHQ, who have all India service liability, can be posted against such appointments. The following instructions shall regulate such postings: -

(a) An employee who has less than three years to serve before superannuation shall not be transferred to a new station, unless he himself has made such a request.

(b) If there are no volunteers for posting to an outstation establishment, newly recruited employees available for posting shall be considered for such postings. They may apply for transfer out of that establishment after three years. Such request may be considered by the Cadre Controlling Authority keeping in view the availability of suitable relief. However, no person with disability shall be posted to an outstation establishment unless he/she volunteers.

(c) Such transfers out of Delhi would normally be made only once in an employee's career and, if administratively feasible, he shall be posted back to Delhi, after completion of five years of service in the new station.

(d) A lady employee shall, normally, not be transferred out of Delhi, except on a specific request from her.

(e) An employee whose spouse is employed in a Government Department/Public Sector Undertaking located in Delhi shall not, normally, be transferred out of Delhi.

(f) Transfer orders out of Delhi in respect of an employee shall be issued only by the CAO."

3. For other related issues, the instructions/guidelines issued vide our Notes cited in para 1 will continue to be applicable.



(Upamanyu Chatterjee)
Joint Secretary (Trg) & CAO
12 Apr 2012

All Coord Sections of Branches of Army HQ/ISOs

Air HQ/PC Coord

NHQ/DOA(Civ)

Copy to:

PPS to JS (Trg) & CAO

All Directors

All Dy CAOs

All Adm Sections of CAO

All AFHQ Associations & JCM Members

