

No. 48031/3/2014-M-I
Government of India
Ministry of Agriculture
Department of Agriculture & Cooperation
Marketing-I Section

‘F’ Wing, 2nd Floor, Shastri Bhawan,
New Delhi, dated the 23rd July, 2015

ORDER

In pursuance of Department of Personnel & Training OM No. 11013/10/20130Estt.A dated 9.1.2014 and subsequent Office Memoranda regarding framing a Transfer Policy in all cadres, a meeting of General Central Service Board of Directorate of Marketing & Inspection, an attached office of Department of Agriculture & Cooperation was held on 15.05.2015 under the Chairmanship of Joint Secretary-cum-Agricultural Marketing Adviser to Government of India to consider the matter from different aspects. As per the decisions of the GCSB a draft comprehensive rotational transfer policy for Group A, Group B (Gazetted/Non-gazetted) and Group C posts was prepared and circulated to all officers/officials of DMI and Employees' Association, inviting their comments. A delegation of officers of DMI also met JS-cum-AMA in HO, DMI, Faridabad, on 7.7.2015, to express their views on the draft policy. Further, draft Rotational Transfer Policy was, inter-alia, discussed in the meeting of Joint Consultative Machinery (Office Council) held in HO, DMI, Faridabad, on 7.7.2015, where Staff Side submitted their views on the draft policy. After taking into account the Comments/views received from officers/officials/Associations and deliberations in JCM (Office Council), and with the approval of the competent authority, Department of Agriculture and Cooperation, a **comprehensive Rotational Transfer Policy** in respect of all the appointments made by the Directorate to Group A, Group B (Gazetted/Non-gazetted) and Group C posts has been formulated. The provisions with regard to applicability, tenure and norms of the rotational transfer policy for the above mentioned employees of Directorate of Marketing and Inspection are as follows:

1. The **provision with regard to applicability** would be as under:-
 - a) All the appointments made by the Directorate to Group A, Group B (Gazetted/Non-gazetted) and Group C posts carry all India service liability. Manpower in DMI comprises personnel of:-
 - (i) Organized Services, viz, Central Secretariat Service (CSS), Central Secretariat Stenographer Service (CSSS), Central Secretariat Clerical Service (CSCS), Central Secretariat Official Language Service (CSOLS) and Subordinate Statistical Service (SSS), and;
 - (ii) DMI Cadres, viz, Marketing Cadres (Group I, and Group III), Cold Storage Cadre, Laboratory Cadre and Miscellaneous posts consisting of ministerial and non-ministerial posts of various nomenclatures.
 - b) A large number of posts in DMI are encadred in Organized Services, mentioned in sub-para a (i) above. These posts exist only at Head Office, Faridabad, and Branch Head Office, Nagpur. As such, the personnel belonging to these services are stationed at HO (Faridabad) and BHO (Nagpur) only. The personnel belonging to these services are posted in Faridabad or Nagpur offices of DMI directly by the Cadre Controlling Authority of the respective services, viz, (i) Department of Personnel and Training (CS Division) and/or Department of Agriculture and

Cooperation (Establishment Division) in respect of CSS, CSSS and CSCS, (ii) Department of Official Language in respect of CSOLS and (iii) Ministry of Statistics and Programme Implementation in respect of SSS. Periodicity/duration of posting of these personnel in DMI is also primarily decided by the respective Cadre Controlling Authorities, i.e. these authorities can and do transfer these personnel in and out of DMI as per their own policies. Accordingly, the specific provisions for rotational transfer, etc., of the incumbents of these Organized Services have been designed keeping in view these facts and are contained in **para 3**.

c) DMI Cadres, referred to in sub-para a (ii) above, are recruited by DMI/DAC (Marketing Division) through SSC/UPSC, as the case may be, and their cadre management and service matters are entirely within the domain of DMI/DAC (Marketing Division). These can broadly be divided into **two categories** on functional grounds, i.e., (i) those carrying out the **substantive activities** and (ii) those carrying out **supporting roles**. Separate specific provisions for rotational transfers of the incumbents belonging to these two sub-categories have been made. The categorization is as under:

- (i) Those carrying out **substantive activities**: The posts/cadres covered under this category are Marketing Cadre (Group I), Marketing Cadre (Group III), Cold Storage Cadre and Laboratory Cadre. All the posts pertaining to these cadres are Group 'A' or Group 'B' (Gazetted) posts, except Junior Chemist, which is Group 'C' post. Specific provisions for rotational transfer, etc. of the incumbents of these posts/cadres, except Junior Chemist, are contained in **para 4 to 11**. As regards **Junior Chemists, the provisions contained in para 12** would be applicable on them.
- (ii) Those carrying out **supporting roles** : Variety of ministerial and non-ministerial posts, such as, Accounts Officer, Accountant, Senior Library Information Assistant, Office Superintendent, Assistant, Stenographer (Grade I)/(Grade II), Junior Hindi Translator, Superintendent (Technical), Technical Assistant, Statistical Assistant, Driver (Special Grade)/(Grade I)/(Grade II)/(Ordinary Grade), Storekeeper (Grade I)/(Grade II), Draftsman, Junior Statistical Assistant, Dark Room Assistant, Upper Division Clerk, Lower Division Clerk, Carpenter, Record Keeper and Multi Tasking Staff, etc. fall in this category. The list is illustrative and not exhaustive. These posts have been clubbed together for the purpose of this RTP and named 'Miscellaneous Posts'. Specific provisions concerning these posts are contained in **para 12**. Further, the provisions contained in **para 12** would also be applicable on Junior Chemists.

2. The **authority to approve transfers under RTP shall lie with Joint Secretary-cum-Agricultural Marketing Adviser (JS-cum-AMA)**. However, the transfers within office as per the provisions in para 3(a), 11(c) and 12(c) can be approved by the Officer-In-charge of the respective office.

PROVISIONS SPECIFIC TO ORGANIZED SERVICES

3. The provision specific to the incumbents of Organized Services, referred to in **para 1(b)** above, are as under:

a) HO and BHO will undertake exercise to identify 'sensitive' postings in their respective offices and will ensure that wherever the incumbents belonging to 'Organized Services' are holding such '**sensitive**' posts, they are rotated within their office, as far as possible, after completion of a tenure of **three years** on such 'sensitive' posts. The incumbents holding the **postings other than those categorized as 'sensitive', shall be** rotated within their office, as far as possible, **after completion of the tenure of five years**.

- b) Presently, DMI's O.M. No.C.11021/1/2008-Vig, dated 2.9.2013, identifies certain posts/postings in HO and BHO as 'sensitive'. Till fresh exercise to identify 'sensitive' posts is conducted in HO and BHO, the O.M. dated 2.9.2013 will remain operational.
- c) The list of 'sensitive' posts/postings will be periodically reviewed for addition/ deletion to/from the category.
- d) If need be, the issue of rotation of the incumbents of the Organized Services will be taken up with their respective cadre authorities.
- e) The provision at (a) above, does not, in any way, restrict the authority of the Officer-In-Charge to transfer officer/officials within the office, even before completion of the tenure mentioned therein, as per need.

PROVISIONS SPECIFIC TO MARKETING CADRES (GROUP I) , (GROUP III), COLD STORAGE CADRE AND LABORATORY CADRE

4. The provisions specific to Marketing Cadre (Group I), Marketing Cadre (Group III), Cold Storage Cadre and Laboratory Cadre (Except Junior Chemists) of DMI, are contained in para 4 to 11.

5. General Central Service Board, with the constitution as detailed below, will consider the cases as per RTP and make recommendations for consideration of JS-cum-AMA:

(a) General Central Service Board [Group A and Group 'B' (Gazetted)] (Marketing Cadres (Group I) (Group III) and Cold Storage Cadre)

- | | | | |
|----|---|---|----------|
| 1. | Joint Secretary-cum-Agricultural Marketing Adviser, DAC | - | Chairman |
| 2. | Director/Deputy Secretary (Marketing), DAC | - | Member |
| 3. | Director (Administration), DMI | - | Member |
| 4. | Joint Agricultural Marketing Adviser, DMI | - | Member |
| 5. | Deputy Director (Vigilance), HO, DMI | - | Member |

(b) General Central Service Board (Group 'A', 'B' & 'C') (Laboratory Cadre)

- | | | | |
|----|---|---|----------|
| 1. | Joint Secretary-cum-Agricultural Marketing Adviser, DAC | - | Chairman |
| 2. | Director (Administration), DMI | - | Member |
| 3. | Deputy AMA (In charge QC Division), HO, DMI | - | Member |
| 4. | Director of Laboratories, DMI | - | Member |
| 5. | Deputy Director (Vigilance), HO, DMI | - | Member |

Periodicity

6. Rotational transfers shall ordinarily be done once in a year, usually coinciding with conclusion of academic session.

Classification of offices (Sensitive and Non-sensitive)

7. An exercise will be undertaken to assess all the offices of DMI, including HO, BHO, RO, SO, CAL and RAL, for identification of 'sensitive' offices, in terms of pre-determined criteria. The exercise will be undertaken by the Committee(s) to be constituted by JS-cum-AMA for this purpose. All the offices not identified as 'sensitive' will be treated as 'non sensitive' offices for the purpose of

RTP. The list of 'sensitive' offices will be reviewed periodically for addition/deletion to/from the category. Till such time the exercise is undertaken, the existing list of 'sensitive' offices, contained in DMI OM No.C.11021/1/2008.Vig, dated 2.9.2013 and 12.12.2013, as modified from time to time, will be reckoned for the purpose of RTP.

Tenure

8. Minimum and maximum tenure for different posts, will be as given in the table(s) below, from the point of view of 'stability of tenure' and 'preventive vigilance', for 'sensitive' and 'non sensitive' offices/postings.

a) Marketing Cadre (Group I), Marketing Cadre (Group III) and Cold Storage Cadre:-

Post (s)	Category of post(s)	Sensitivity Category of Office	Minimum Tenure	Maximum Tenure
Additional AMA	Group A	The post exists only in Head Office	Not Applicable	Not Applicable
Joint AMA	Group A	The post exists only in Head Office	Not Applicable	Not Applicable
Director (Cold Storage)	Group A	The post exists only in Head Office	Not Applicable	Not Applicable
Deputy AMA (Group-I), Deputy AMA (Group III), Asstt AMA (Group I), Asstt AMA (Group III), SMO (Group I), SMO (Group III), SMDO,	Group A	Sensitive	Two Years	Three Years
		Non Sensitive	Three Years	Five Years
MO(Group I), MO (Group III)	Group B (Gazetted)	Sensitive	Two years	Three years
		Non Sensitive	Three years	Five years

b) Laboratory Cadre:-

Post (s)	Category of Post(s)	Sensitivity Category of Laboratory	Minimum Tenure	Maximum Tenure
Director of Laboratories	Group A	Post exists only in CAL	Not Applicable	Not Applicable
Assistant Director (Oils & Fats)	Group A	Sensitive	Two years	Three years
		Non-sensitive	Three years	Five years
Chief Chemist/Senior Chemist	Group B (Gazetted)	Sensitive	Two years	Three years
		Non-sensitive	Three years	Five years

Norms

9. The norms for annual rotational transfers will be as under:-

a) All the officers belonging to Marketing Cadre (Group I), Marketing Cadre (Group III), Cold Storage Cadre and Laboratory Cadre (Except Junior Chemists), completing the permissible maximum tenure, as provided in para 8 above, by 30th June of the relevant year, shall be considered for rotational transfer during that year. For example, incumbents completing maximum permissible tenure by 30.6.2016 would be considered for rotational transfers due March/April, 2016, and those completing by 30.6.2017 would be considered for rotational transfers due March/April, 2017.

b) After completion of tenure at a 'sensitive' station, the officer shall, subject to administrative/functional requirement/feasibility, be posted to a 'non sensitive' station.

c) After completion of tenure at a station, the officer shall be posted outside the State and not to another station within the State.

d) In addition to (c) above, for the purpose of rotational transfers, the stations mentioned in each of the following groups shall be treated as single station and rotational transfers will not ordinarily be made from one station to another within the group on completion of tenure :

Group I	:	Faridabad and Delhi
Group II	:	Guwahati and Shillong

e) In the event of transfer of an officer before completion of the minimum tenure prescribed in para 8 above, reasons for such transfer shall be recorded.

f) In the event of retention of an officer beyond the maximum tenure prescribed in para 8 above, reasons for such retention shall be recorded.

g) For the purpose of RTP, tenure will count from the date an officer has remained continuously posted at a station and change of designation due to promotion, deputation, etc, during this period, will have no effect on the date from which the length of tenure is to be counted. For example, a Marketing Officer was transferred to a 'sensitive' station w.e.f. 01.07.2013. He is promoted as Senior Marketing Officer w.e.f. 01.01.2015 and retained at the same station on promotion. His name would be included in the rotational transfer list due March/April, 2016, as he would be completing his three years' tenure as on 30.6.2016.

Exemptions

10. Exemptions to usual norms would be as under:

a) Officer due to superannuate within two years, i.e., by 30th June of the year subsequent to the following year, shall ordinarily be exempted from rotational transfer. For example, officer due to superannuate on or before 30.6.2017, would not be included in rotational transfer list of 2015, and the officer due to superannuate after 30.6.2017, but on or before 30.6.2018, would be included in the rotational transfer list of 2015, but not in 2016. However, such officer(s) can be considered for transfer on administrative exigencies/grounds.

- b) Officer, holding deputation post in Marketing Cadre (Group I)(Group II) (Group III) / Cold Storage Cadre / Laboratory Cadre in DMI, will not ordinarily be subject to rotational transfer during the currency of deputation, even if the continuous stay of the officer exceeds the permissible maximum tenure at that station. However, such officer can be considered for transfer on administrative exigencies/grounds.

Other Provisions

11. The following further provisions are made in this regard:

a) As far as possible, names of the officers, due for transfer under RTP, shall be listed out during January/February of the relevant year.

b) The choice for posting, if given by the officer under transfer, will be considered only if it is administratively expedient and convenient to do so and the choice indicated does not contravene the RTP norms. Such requests will be examined on case-to-case basis by the competent authority and the officer will have no claim that his/her choice shall be considered by the competent authority.

c) In case, any specific post is identified as 'sensitive' in an office otherwise categorized as 'non-sensitive', the officer, belonging to Marketing Cadre (Group I), (Group II), (Group III) / Cold Storage Cadre / Laboratory Cadre (Except Junior Chemist), holding such 'sensitive' post, shall be rotated within the office on completion of the tenure of three years on such 'sensitive' post. The transfer within office, made under this provision, shall not have any bearing on the eligibility of the officer for inter-station rotational transfer in terms of the provisions of Para 9(a) above and he/she will be liable for inter-station rotational transfer on completing the permissible maximum tenure at the station as provided for in Para 9(a).

d) In view of the provision in para 9(d) above, the choice of posting given for Delhi would automatically be treated as option for Faridabad as well and vice-versa. Similarly, the choice of posting for Guwahati would automatically be treated as option for Shillong as well and vice-versa.

e) As far as possible, the orders of annual rotational transfers shall be issued during March/April every year.

f) After issue of transfer orders under RTP, the Controlling Officer(s) of transferred officer(s) shall ensure their relieving on the earliest possible date, which should, in any case, be within one month from the date of issue of transfer order. Otherwise, on the date of completion of one month from the date of issue of transfer orders, all the transferred officer(s), who have not been relieved till such date, shall stand automatically relieved with the instructions to join duties at his/her new place of posting, unless he/she has been expressly allowed to stay beyond such date with the approval of JS-cum-AMA. Mere submission of request for extension of time for joining would not entitle the officer to delay his/her joining at new place of posting beyond the prescribed time schedule. The transfer orders issued under RTP shall invariably incorporate this provision.

g) Notwithstanding the provisions made at (f) above, the officer(s), transferred under RTP, can be directed to join duties at their new place of posting by/on a specified date.

PROVISIONS SPECIFIC TO THE POSTS CATEGORIZED AS 'MISCELLANEOUS POSTS' IN PARA 1(c) (ii) ABOVE AND TO JUNIOR CHEMISTS

12. The provisions concerning 'Miscellaneous Posts' and 'Junior Chemists' would be as under:
- a) The posts of Accounts Officer, Accountant, Senior Library Information Assistant, Office Superintendent, Assistant, Stenographer (Grade I)/(Grade II), Junior Hindi Translator, Superintendent (Technical), Technical Assistant, Statistical Assistant, Driver (Special Grade)/(Grade I)/(Grade II)/(Ordinary Grade), Storekeeper (Grade I)/(Grade II), Draftsman, Junior Statistical Assistant, Dark Room Assistant, Upper Division Clerk, Lower Division Clerk, Carpenter, Record Keeper and Multi Tasking Staff, etc, in the Sub-office service of DMI have been clubbed together to constitute the category 'Miscellaneous Posts' for the purpose of RTP. The list is illustrative and not exhaustive and all the posts not covered under the preceding provisions in **Para 3 and/or Para 4 to 11**, will be covered under this category. The provisions made under **para 12** will be applicable on these posts as well as on Junior Chemists.
- b) The only Group B (Gazetted) post among 'Miscellaneous Posts', viz, Accounts Officer, is a deputation post. All other posts are either Group B (Non-Gazetted) or Group C posts. Barring UDC, LDC and MTS, the posts included in this category generally have miniscule strength existing only at a few offices or are isolated posts. Thus, there are practical administrative difficulties in ordering routine inter-station rotational transfers of the incumbents categorized as 'Miscellaneous Posts'. Further, Junior Chemist is also a Group 'C' post.
- c) Thus, as a regular tool of exercise of 'preventive vigilance' in respect of this grouping (Miscellaneous Posts & Junior Chemists), the Officer-In-Charge in all the offices, including Laboratories, of DMI will identify 'sensitive' postings in their respective offices and will ensure that wherever the incumbents belonging to the aforesaid category of 'Miscellaneous Posts' and 'Junior Chemist' are holding such 'sensitive' posts, they are rotated within their office, as far as possible, after completion of a tenure of three year on such 'sensitive' post. The incumbents holding the postings other than those categorized as 'sensitive', shall be rotated within their office, as far as possible, after completion of the tenure of five years.
- d) This exercise will be undertaken during March/April every year and Region-in-charges will send a report pertaining to all the offices within their respective region to HO by 30th June of ever year. In-charge BHO/CAL will undertake such exercise in their respective office during March/April and send report to HO by 30th June every year. HO will also undertake such an exercise and submit a consolidated report for entire Directorate for perusal of JS-cum-AMA.
- e) The provision at (c) above, does not, in any way, restrict the authority of the Officer-In-Charge to transfer officer/officials within the office, even before completion of the tenure mentioned therein, as per need.
- f) Notwithstanding the provisions made in sub-para © above, inter-station transfers of the incumbents of 'Miscellaneous Posts' and 'Junior Chemists' shall be ordered on the basis of administrative requirements/exigencies and/or administrative reasons/grounds. All such matters of inter-station transfers shall be considered by a General Central Service Board and recommendations made to JS-cum-AMA for decision. Composition of the Board shall be as under:

General Central Service Board (Group 'B' and Group 'C') (Miscellaneous Posts and Junior Chemists)

- | | | | |
|----|---|---|----------|
| 1. | Director/Deputy Secretary (Marketing), DAC | - | Chairman |
| 2. | Director (Administration), DMI | - | Member |
| 3. | Joint Agricultural Marketing Adviser, DMI | - | Member |
| 4. | Officer-In charge, BHO, Nagpur | - | Member |
| 5. | Deputy Director (Vigilance), Head Office, DMI | - | Member |

g) In the event of inter-station transfer of an officer/official belonging to the aforesaid category of 'Miscellaneous Posts' and 'Junior Chemists' before completion of a minimum tenure of three years at the station, reasons for such transfer shall be recorded.

COMMON PROVISIONS

13. Two General Central Service Boards (GCSB), constituted under the provisions contained in **para 5** above, applicable to Marketing Cadre (Group I) (Group III) / Cold Storage Cadre / Laboratory Cadre (Except Junior Chemists), will recommend posting of officers for annual rotational transfer only. For considering posting/transfer for the reasons other than rotational transfer, such as, administrative exigencies, administrative grounds, promotion, repatriation from deputation, long leave, training in country or abroad, foreign assignment, etc. (the list is illustrative and not exhaustive), GCSB procedure shall not be applicable and approval of the competent authority will be obtained without the GCSB procedure. However, if the transfer is proposed to be made before completion of the minimum tenure prescribed in **para 8**, the same shall ordinarily be considered by the relevant GCSB before the competent authority takes the decision.

14. The officer/official posted at difficult stations in North Eastern Region, will be entitled to transfer as per the extant Government policy.

15. The Government guidelines regarding posting of husband and wife, who are in Government service, at the same station, are applicable to officers/officials of DMI.

16. In case, any officer/official, other than those belonging to Organized Services, referred to in **para 1(b)** above, who is due to retire within one year, gives an option for transfer to any station, where he/she intends to settle down after the retirement, such option shall be considered, subject to administrative/functional requirement/feasibility. The application of this provision to different categories of employees of DMI would be regulated as under:

S. No.	Category of employees	Eligibility for request	Procedure for consideration
1.	Organized Services [Referred to in para 10(b) above]	Not applicable	Not applicable
2.	Marketing Cadre (Group I, II & III), Cold Storage Cadre and Laboratory Cadre (Except Junior Chemists) [Referred to in para 10(c)(i) above]	Officer(s) due to retire by 30 th June of the year following the year when rotational transfers are being made, eligible to submit the request.	Request to be submitted by the interested officers at the time when options for rotational transfers are called for. Request to be considered by the relevant GCSB along with rotational transfers, subject to administrative/functional requirement/feasibility, and recommendations submitted to JS-cum-AMA for decision.

3.	Miscellaneous Posts and Junior Chemists [Referred to in para 10(c)(ii) above]	Officer/official due to retire within one year from the date of request, eligible to submit the request.	Request to be considered by the relevant GCSB, subject to administrative/ functional requirement/ feasibility, and recommendations submitted to JS-cum-AMA for decision.
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17. Notwithstanding the principles/norms of RTP laid down in this order above, in the exigencies of work or on administrative grounds or for administrative reasons, transfers/postings can be made disregarding any one or more of the provisions made in this order. This Policy offers only general guidelines to the competent authority and does not constitute rules. It also does not, in any manner, restrict the powers of competent authority to take decision with regard to postings of the personnel.

18. All **earlier orders/instructions** issued with regard to transfer policy in DMI, stand **superseded**, except as specifically provided for in this Order.

19. Attention of all officers/staff of the Directorate and its field formations is also invited to Rule 20 of the CCS (Conduct) Rules under which no Government servant shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his/her interest in respect of matter pertaining to his service under the Government.

(Meena K. Kerketa)
Under Secretary to the Govt. of India
T.No.23389891

To

1. Directorate of Marketing & Inspection, Head Office, Faridabad.
2. Directorate of Marketing & Inspection, Branch Head Office, Nagpur.
3. Director (Personnel), DAC, Krishi Bhawan.
4. PPS to Sectary(A&C)/ PS to AS(AKS).
5. All members of the Board/Committee.
6. Director(Estt.), Ministry of Personnel, PG & Pensions, Department of personnel Training, North Block, New Delhi w.r.t. O.M. No.11013/10/2013-Estt.A dated 2.7.2015.
7. AV Unit DAC.
8. NIC, DAC.