To,

Shri S. B. Mhuatr,
DG, DGFASLI,
N. S. Makikar Marg,
Sion, Mumbai-400027.

Sir,

Subject:- Policy/guidelines on transfer/posting of Group ‘A’ officers of DGFASLI.

The undersigned is directed to say that the Policy/guidelines on transfer/posting of Group ‘A’ officers of DGFASLI given hereunder have been approved by the Competent Authority which comes into force with immediate effect:-

(i) The Group ‘A’ officers belonging to DGFASLI are liable to be transferred and posted anywhere in India. Transfer/Posting shall be made keeping in view the need to expose individual officers to all the different kinds of work entrusted to the DGFASLI organisation.

(ii) The minimum tenure of posting of every officer of DGFASLI at a particular place shall generally not be less than two years, provided there is no serious complaint of misconduct against the officers, or it is expedient in public interest to transfer him before completion of the minimum tenure. Such transfer/posting must be examined by the Transfer Committee and its recommendation will be put up to the Competent Authority for approval.

(iii) In General, the maximum tenure for every officer in a particular place of posting in Dock Safety shall not be more than three years while for the tenure of officers posted in RLI, CLI & DGFASLI shall not be more than 5 years. Under exceptional circumstances, if an officer needs to be retained beyond the stipulated tenure, the same will be examined by the Transfer Committee and its recommendations will be put up to the Competent Authority for approval.

(iv) The officers posted in North-East Region and having more than ten years to retire on superannuation will have a fixed tenure of three years at a stretch and in other cases two years at a time. The officer on completion of fixed tenure of service mentioned above will be considered for posting to a station of their choice, as far as practicable subject to the availability of vacancies.

(v) Those officers who are due to retire on attaining the age of superannuation within two years shall not generally be disturbed.
(vi) Annual transfer/posting orders will normally be issued before commencement of the Academic Session but may be done at any time in exceptional cases on account of administrative exigencies, in public interest or in case of promotion to higher grade.

(vii) In genuine cases, the officers shall be allowed to make request through proper channel for transfer/posting at a station of their choice. In such case(s), the officers will not be entitled to get Transfer Grant/TTA, etc. Such request for posting on choice may be considered subject to administrative feasibility and availability of vacancies.

(viii) Officers shall not be allowed to bring outside influence/political influence to further his request for posting of his choice as enumerated in Rule 20 of Central Civil Service (Conduct) Rules, 1964 which prescribe that “No Government Servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under Government”. Any violation of the said Rule will be viewed seriously and disciplinary action will be taken against such officers in accordance with the provisions of the Central Civil Services (Conduct) Rules, 1964.

(ix) Complaints, vigilance cases etc. against the serving officers and administrative exigencies like job requirements, skill and experience will also be taken into account while recommending transfer/posting of an officer.

(x) A Transfer Committee shall be set up to consider the proposals on transfer/posting of the officers of the DGFASLI. Minutes of the Meeting of the Committee with the recommendation of transfers of officers with complete details such as tenure completed by the officer and reason for transfer/posting may be recorded and sent to the Ministry for consideration/approval of the competent authority.

(xi) The composition of Transfer Committee in r/o the officers of DGFASLI will be as follows:-

(a) For the officers of the level of Deputy Director and above:-

<table>
<thead>
<tr>
<th>Joint Secretary (ISH)</th>
<th>Chairperson</th>
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<tbody>
<tr>
<td>Director General, DGFASLI</td>
<td>Member</td>
</tr>
<tr>
<td>Deputy Director General, DGFASLI</td>
<td>Member</td>
</tr>
</tbody>
</table>

(b) For the officers below the level of Deputy Directors:-

<table>
<thead>
<tr>
<th>Deputy Director General, DGFASLI(HQ)</th>
<th>Chairperson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director In charge of CLI, Mumbai and RLI at Faridabad, Kolkata, Chennai and Kanpur</td>
<td>Member</td>
</tr>
<tr>
<td>Under Secretary/HQO, DGFASLI</td>
<td>Member</td>
</tr>
</tbody>
</table>
(xii) The Competent Authority for approval of the transfer/posting of officers in DGFASLI will be as follows:-
(a) Hon'ble MoS (L&E) in r/o the officers of the level of Deputy Director and above; and
(b) DG, DGFASLI in r/o officers below the level of Deputy Director.

This issues with the approval of Competent Authority.

(Raj Kumar)

Under Secretary to the Govt. Of India

Copy to:-
1. PS to MoS, M/o Labour and Employment,
2. PSO to Secy. (L&E)/PPS to AS(L&E)/PS to PLEA/PS to JS(ISH)
3. PS to Dy. Secy. (ISH & Adm.)