



भारत सरकार, जल शक्ति मंत्रालय  
Government of India, Ministry of Jal Shakti  
जल संसाधन, नदी विकास और गंगा संरक्षण विभाग  
Department of Water Resources, RD & GR  
**ब्रह्मपुत्र बोर्ड : Brahmaputra Board**



बशिष्ठ, गुवाहाटी -29  
Basistha, Guwahati-29  
Date:29.05.2024

OFFICE MEMORANDUM

Sub : Transfer Policy of Brahmaputra Board

As approved by the Chairman, Brahmaputra Board, the undersigned is directed to circulate herewith a copy of the Transfer Policy of Brahmaputra Board for information and necessary action.

Encl : As above

**Signed by Shankamath  
Sharma Laimayum  
Date: 29-05-2024 18:23:58**

(Shankarnath Sharma Laimayum)  
Under Secretary(E)

Copy to :-

1. PPS to Chairman, Brahmaputra Board, Basistha, Guwahati-29
2. PS to Vice-Chairman, Brahmaputra Board, Basistha, Guwahati-29
3. PS to General Manager, Brahmaputra Board, Basistha, Guwahati-29
4. Chief Engineer- I/II, Brahmaputra Board, Basistha, Guwahati-29
5. Secretary, Brahmaputra Board, Basistha, Guwahati-29
6. All Dy. Chief Engineers under Brahmaputra Board
7. Deputy Financial Adviser, Brahmaputra Board, Basistha, Guwahati-29
8. All Superintending Engineers under Brahmaputra Board
9. All Executive Engineers under Brahmaputra Board
10. All Assistant Executive Engineers under Brahmaputra Board
11. Office Order Book/ Relevant file

## **Transfer Policy of Brahmaputra Board applicable to Group -A, Group- B and Group- C Officers and staff of Brahmaputra Board**

### **1. Preamble**

- 1.1 In Brahmaputra Board (BB), a good number of posts on its establishment are meant for field formations, and therefore, periodical transfer of its employees from one station to another is a normal feature of the requirement of service in BB. All appointments to Group 'A', 'B' and 'C' in BB inter-alia include a provision for transfer or posting to any part within the jurisdiction of BB including National Capital Territory (NCT). This policy also covers officers posted on deputations in BB.
- 1.2 Nature of functions of BB varies considerably requiring specialization in specific subjects suggesting a minimal disturbance. At the same time, growth of knowledge/skill of various other functions including the working of field formations is considered essential from the view point of career planning of the officer. This calls for transfer at certain interval from one functional unit to other so that BB officers can effectively handle various issues that emerge in the water resources sector.
- 1.3 The "Transfer Policy" has been evolved to ensure harmonizing the essential needs of the organization and the interests of the employees as well.
- 1.4 The Transfer Policy offers only general guidelines to the competent authority and does not constitute rules and restricts its powers. General directives issued by the Govt. of India on matters related to transfer from time to time will prevail over the transfer policy of BB. Delegation of administrative powers in regard to transfers is made separately in Clause 12.

### **Clause- 1**

The policy will be applicable to all Group A, Group-B and Group-C employees in different offices under Brahmaputra Board.

### **Clause- 2**

The transfer of Group A, Group B and Group C personnel are required to be effected from one station to another to meet various contingencies, some of which are listed next:

- (a) For filling up vacancies at any station resulting due to retirement/promotion/transfer etc. of the personnel at that station;
- (b) On promotion of an individual when the promote cannot be adjusted at the same station, within overall tenure at one station prescribed in this policy;
- (c) Due to administrative reasons including but not limited to:
  - (i) Transfer of personnel from sensitive post after completion of specified tenure;
  - (ii) Requirement from vigilance angle;

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- (d) For fulfilling the Organizational requirements like
- (i) Requirement of personnel with known specialization or skill at a particular location;
  - (ii) Developing all round experience to personnel for his career planning;
- (e) For the purpose of adjusting surplus staff/making up deficiencies of staff on shifting/closing/opening of an office of BB;

### Clause-3

Unless governed by some specific provisions/ instructions of Govt. of India, the normal minimum tenure at a station will be of three years duration subject to certain other conditions indicated in this policy.

### Clause-4

While selecting persons for transfer from one station to the other, the following prioritization, in general, would be considered:

- (i) Transfer of persons willing to go to a particular place where such transfers are possible and necessary in the interest of work, subject to completion of required tenure at the current station.
- (ii) Officers with longest stay at the place of their present posting at all stations (HQ as well as field) will be considered for transfer. While estimating the period of longest stay, the following points shall be taken into account:
  - (a) Officers available for the post/grade in question from the list of promotes to that post/grade shall be simultaneously considered (provided the DPC meeting has been held) along with those already holding that post in that grade.
  - (b) For counting the stay at any particular station, the period will be counted from the date of return to that station from last posting outside the station provided such last posting had been for not less than two years, unless transferred earlier in public interest. Even if transferred earlier in public interest, a stay of minimum period of one year outside that station should be the criteria for break for deciding the longest staying that station. Period so leave in excess of 30days per year will be excluded in counting the period of stay at that station.
  - (c) A list indicating the longest stayees at each station in each grade/post will be published by the BB administration every year in the month of January, before inviting applications for transfer provision of 3(three) preferences in posting for rotational transfers.
  - (d) While transferring personnel from one station to the other, exigencies of work and other administrative reasons may require transfer of an officer at any time even though he may not have spent sufficiently long time at that particular place/region.

**Clause-5**

Utmost care should be taken while effecting bulk transfer in the same office, so that work is not hampered in the concerned office.

**Clause-6**

Employees due for retirement on superannuation within a period of two years before their superannuation shall not ordinarily be transferred if persons of lesser age are available for manning the post.

**Clause-7**

As far as possible, transfers shall be ordered in the months of **February to March** and compliance of these orders latest by May end as this will cause least disruption of the educational schedule of the School/College going wards of the employees except in the cases of postings ordered in view of promotion, closing/opening of units, additional/expansion of activities of the existing units and any other time bound activity. This list shall be updated every year and made available to BB headquarter by the first week of January each year.

**Clause-8**

Requests for posting to station where the employee's spouse in Govt. service is posted would be considered as far as practicable and efforts will be made to the extent possible to accommodate the official at or near the place of posting of the spouse subject to the administrative conveniences. While doing so, the existing guide lines issued by the Govt. of India will be followed. Such transfers may be treated as transfers on "own request" on compassionate grounds if effected within a period of stay of 3 years at that station; otherwise, the transfer will be treated as in the "public interest".

**Clause-9**

The following procedures will apply to transfers/postings on compassionate grounds:

- (i) Employee seeking posting/transfer on compassionate grounds shall apply to the concerned cadre controlling authority/competent authority to order transfer, through proper channel in the prescribed proforma; no application for such transfer received from relatives or sent by the employee directly shall be entertained;
- (ii) Applications for transfers on compassionate grounds shall invariably be forwarded by the existing office of the applicant with suitable remarks to the competent authority;
- (iii) On receipt, these applications shall be entered in compassionate transfer register maintained for each grade/post separately by the Establishment Branch of BB for processing/dealing such requests in the order of receipt of the request. Transfers shall be decided by the competent authority on the merits of each case;

- (iv) Consideration of applications for transfers on the compassionate grounds shall be subject to verification by and satisfaction of the Competent Authority of the grounds indicated by the applicants. Applications on medical grounds shall be accompanied by appropriate medical certificate from the authorized medical attendant (where authorized medical attendant is not available, from a Civil Surgeon or a Medical Supdt. of a Govt. hospital) indicating the nature of illness and reasons justifying transfer of the individual;
- (v) All transfers on compassionate grounds shall be at the expense of the individual, if affected within a period of stay of three years at that station. The request for or against transfer on compassionate grounds will be considered only for the purpose of overcoming immediate personal difficulties faced by the officer on furnishing an assurance by the officer that he would proceed on transfer/re-transfer within a short period. Apart from the degree of personal difficulty of the officer, the general record of the past performance of the officer, the time already spent by the officer in difficult area etc. will be considered.

**Clause-10**

Officers posted to sensitive places such as involving work of secret/confidential nature or involving procurement/handling of stores, award of contracts etc. shall not ordinarily be retained in that post for a period of more than three years and shall also not be brought back to the same post within three years of transfer from that post.

**Clause-11**

Representations, if any, against the transfer/posting orders shall be made through proper channel, by the individual, within seven (7) days from the date of the receipt of posting orders. The controlling officer shall ensure that the representations along with his comments reaches the appropriate authority in the least possible time not exceeding twenty one (21) days in any case. When the representation received through proper channel is considered and rejected by the appropriate authority, the concerned individual shall move without further delay and in no case exceeding fifteen (15) days, failing which the official shall be relieved, /deemed to have been relieved by the competent authority. No further representation in the matter shall be forwarded by the controlling officer.

**Clause-12**

Appropriate authorities and Transfer Posting screening committees for transfer of an employee from one post/place to another post/place are as under:

1. Posts of Group A: Accepting Authority—Chairman, BB

Transfer/Posting screening committees for Group A:

Vice Chairman	-Head of Committee
General Manager	- Member
Chief Engineer-I/II	- Member
Financial Adviser (in his absence Deputy Financial Adviser)	- Member
Secretary	- Member
Under Secretary(E)	- Convener

2. Posts of Group B&C: Accepting Authority-Vice-Chairman, BB  
Transfer/Posting screening committees for Group B:

Secretary	-Head of Committee
Deputy Chief Engineer (to be nominated by the Chairman)	- Member
Superintending Engineer (To be nominated by the Chairman)	- Member
Under Secretary(E)	- Convener

Further, in case of any difficulty to constitute the above Transfer Posting Screening Committee in the absence of officials in respective positions in Brahmaputra Board, Chairman, BB shall nominate suitable officials in the Transfer Posting Screening Committee for timely carrying out the transfer process.

#### **Clause- 13**

Where a vacancy does not exist at the place to which an employee wants a transfer, he may mutually arrange with a person of his grade who will be willing for a transfer to his place. In such cases, both the officials should apply through their respect Controlling Officer. Since a mutual transfer is also on own request, the employees will not be entitled to Travelling Allowance and Joining time.

#### **Clause- 14**

Notwithstanding anything contained hereinabove, Chairman, BB may at his discretion relax or deviate from the guidelines detailed above and order transfer/posting of any officer in public interest as per the exigencies of work.

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