

DGT-A-22012/01/2021-Estt.I  
Government of India  
Ministry of Skill Development & Entrepreneurship  
Directorate General of Training  
\*\*\*\*\*

Room No.109(A), 1<sup>st</sup> Floor,  
Employment Exchange Building,  
Pusa Campus, New Delhi - 110012.

Dated: 02.05.2022

Office Memorandum

The undersigned is directed to forward herewith Rotational Transfer Guidelines in respect of Group A officers of ISDS and Women Training Cadre. All transfer/ posting of Group A officers in due course will be conducted in accordance with the Rotational Transfer Guidelines.

2. Para 10 of the Rotational Transfer Guidelines provides timeline for completion of the transfer procedure. However, for the current year, the timeline for annual transfer will be as under:-

- (i) Calling for Application for Transfer : 1st May -15th May 2022
- (ii) Scrutiny and Processing of applications : 16th May - 21st May 2022
- (iii) Meeting of the Committee on Transfer : 23rd -24th May 2022
- (iv) issue of Order by 30<sup>th</sup> May, 2022
- (v) Joining at new Station of posting by 15th June 2022.

3. All Group A officers are requested to update their profile in employee corner and apply for transfer in accordance with the above guidelines.

4. This issues with the approval of Competent Authority.



(B.K. Mathur)

Deputy Secretary to the Govt. of India

Encl: a/g

Copy to:

1. All Group A Officers of ISDS and WT Cadre concerned.
2. All the Regional Directors/Heads of Department of DGT field formations.
3. PPS to Secretary, MSD&E, Sr. PPS to DG(T), PPS to DDG(SS), DS(Est.)
4. The Director (ISDS), MSD&E, Shram Shakti Bhawan, New Delhi.
5. All the Divisional Heads of DGT(Hqr.), Pusa Office & Kaushal Bhawan.
6. IT Cell with request to upload on the website of DGT.
7. Office Order folder.

Copy also forwarded to Director, IT Cell with request to make necessary provisions in employee corner for allowing transfer requests.

**DGT-A-22012/01/2021-Estt-I**  
**Government of India**  
**M/o Skill Development and Entrepreneurship**  
**Directorate General of Training**

**Rotational Transfer Guideline for Group A Officers of Indian Skill  
Development Service / Women Training Cadre**

**1. Scope:** This Rotational transfer Guideline shall cover Indian Skill Development Service (ISDS) Cadre Officers and other Group A Officers of Women Training (WT) cadre.

**2. Objectives:** All Group-A Officers as mentioned above are liable to be transferred and posted anywhere in India or outside as per the requirements of public service. This Rotational Transfer Guideline (RTG) is meant for internal use and does not vest any officer with any rights whatsoever.

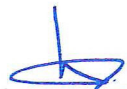
**3. Tenure of posting:** Normal Tenure and Maximum Tenure of Postings would be as follows:

S.No	Name of the Post	Normal Tenure ( in years)	Maximum Tenure ( in years)
1	Assistant Director (AD)	5	7
2	Deputy Director (DD)	5	7
3	Joint Director (JD)	3	5
4	Director	3	5
5	Composite Tenure as AD and DD on promotion at the same station.	-	7
6	Composite Tenure as DD and JD on promotion at the same station	-	5
7	Composite Tenure as JD and Director on promotion at the same station	-	5

**Note:** Crucial Date for counting Tenure shall be 1st June of the calendar year in which transfer order has been issued.

**4. Posting in remote areas including NER and J&K:** The normal tenure of posting in North-Eastern Region (NER), Jammu & Kashmir (J &K) and other hardship/ difficult areas, as notified by DoP&T, shall be ordinarily for a period of two (2) years. Every officer has to mandatorily serve at one of the hard stations such as NER or J&K during her/his service period. However, if an officer opts to continue at these stations up to the normal tenure as applicable to relevant category of officer as at paragraph 3 above, she/he may be permitted to continue at the same station.

**5. Posting at DGT Headquarter / CSTARI:** To the extent possible, every officer will be posted for a minimum period of two (2) year at the DGT Headquarter / CSTARI during first 10 years of tenure so as to get exposure of Policy formulation, Planning, Monitoring and Evaluation.

  
**बी. के. मथुर / B. K. MATHUR**  
उप सचिव (स्था.) / Deputy Secretary (Estt.)  
प्रशिक्षण महानिदेशालय / Directorate General of Training  
कौशल विकास एवं उद्यमशीलता मंत्रालय  
Ministry of Skill Development and Entrepreneurship  
भारत सरकार, नई दिल्ली / Govt. of India, New Delhi

**6. Re-posting at the same station where worked earlier:** An officer who is to be transferred out on promotion from one station on completion of prescribed tenure or for want of a vacancy of the promotional post, as the case may be, on rotational transfer may be allowed to opt for posting in the same station where she/he earlier served subject to the condition that there is a gap at least three years.

**7. Transfer on request:** Request/ choice transfers may be considered on following grounds:

- (a) Superannuation is due within two (2) years.
- (b) Serious/terminal disease and/or extraordinary disabilities of self/dependent family member.

**8. Transfer on promotion:** The promotions will entail a change in station in the following conditions:

- (a) That there is no vacancy in the promotional post in the present station; or
- (b) The officer concerned has already stayed in the same station for the tenure prescribed in paragraph 3.

**9. Officers returning from deputation/ long leave/ long-term training etc.** An officer returning from deputation, long leave/ long-term training will be posted back to the same station she/he last served for the balance period of the tenure prescribed for the grade subject to availability of a vacancy and subject to the condition that at least one year of balance tenure is left. In the absence of a vacancy in the last station, she / he will be posted to a new station.


**Note:** Period of leave/ training exceeding six months will be treated as long leave /long-term training for the purpose of posting. The tenure of ex-cadre posting, (long-term training /deputation) will be excluded from the tenure served at that station.

**10. Procedure for Annual Rotational Transfer (RTP):** Rotation Transfer will be carried out on an annual basis. The following procedures will be followed:

(a) An officer due for transfer shall apply online through Employee Corner giving three choices for posting station between 15th January to 15th February every year. Exercising option does not guarantee posting in the choice station which would be subject to feasibility and administrative exigencies. If an officer due for transfer as per tenure policy does not apply for transfer, he /she may also be transferred as decided by the Committee on Transfer in paragraph 13.

(b) Applications for transfers, including those cases where employees are due for transfer but have not applied for transfer, shall be placed before the Committee by 7<sup>th</sup> April of every year after which the Committee shall meet to decide the cases.

(c) DG(T) shall be the Competent Authority to decide transfers of officers up to the level of Joint Directors, and work allocation of DDGs and Directors posted at DGT(HQ) without involving change of station. However, the transfer orders in respect of Directors would be issued with the prior approval of Secretary, MSDE.

  
बी. के. माथुर / B. K. MATHUR  
उप सचिव (स्था.) / Deputy Secretary (Estt.)  
प्रशिक्षण महानिदेशालय / Directorate General of Training  
कौशल विकास एवं उद्यमशीलता मंत्रालय  
Ministry of Skill Development and Entrepreneurship  
भारत सरकार, नई दिल्ली / Govt. of India, New Delhi

(d) All transfer orders shall be issued between 15th April to 15th May every year. All transfer orders shall be placed in the employees' corner and no physical copies shall be issued for the purpose. All transferred officers shall join the new station of posting on or before 1st June.

(e) **Procedure for relieving transferred officer:** All officers for whom the transfer orders have been issued must hand over the charge to her / his successor or to the senior most officer at the station along with details of cash (DDO/cashier), stores, physical files, e-files, relevant emails, equipment issued for which she/he was in charge, along with keys of room (s), almirahs, drawers, etc. within seven (7) days failing which the Last Pay Certificate shall not be issued. If the officer concerned has not returned any equipment issued to her/him, the same should be reflected in the order of relieving and endorsed to the Director at the new station of posting.

#### 11. Composition of the Committee on Transfer


DG /AS DGT	Chairperson
DDG, DGT	Member
DS / Dir (Estt.), DGT	Member

**Note:** Secretarial support to the Committee shall be provided by the Establishment Section of the DGT.

12. **Powers Delegated to RDs, RDSDEs:** Keeping in view the functional needs and exigencies of the work, Regional Directors (RDs) are empowered to post ADs / DDs and other support staff, excluding those involved in teaching / training, within the state between RDSDEs and NSTIs located in the same city, and a report thereof shall be furnished to DGT immediately giving justification thereof.

13. **Residuary jurisdiction and powers to relax:** All transfers not covered under this, including transfers on administrative grounds, as well as any transfer order issued outside 15th April to 15th May window will be decided with the prior approval of Secretary, MSDE.

Copy to: All Officers

  
2.5.22  
बी. के. माथुर / B. K. MATHUR  
उप सचिव (स्था.) / Deputy Secretary (Estt.)  
प्रशिक्षण महानिदेशालय / Directorate General of Training  
कौशल विकास एवं उद्यमशीलता मंत्रालय  
Ministry of Skill Development and Entrepreneurship  
भारत सरकार, नई दिल्ली / Govt. of India, New Delhi