

I/3558385/2022

**IMPORTANT
MOST URGENT**

F.No. A-22012/01/2021-CGHS-I
Government of India
Ministry of Health & Family Welfare
Department of Health & Family Welfare
(Directorate of CGHS)

Nirman Bhawan, New Delhi, Dated:01-12-2022

To

Additional Director, CGHS, All cities

Subject : Reference CVC OM No. **22/10/22** dated 25.10.2022 regarding rotational transfer from sensitive postings –regarding.

Sir/Madam,

I am directed to refer to **CVC latest circular No. 22/10/22 dated 25.10.2022** and **03/09/13 dated 11.09.2013** regarding mandatory compliance of rotational transfer of officials from identified sensitive seats to non-sensitive seats without any exception (copy enclosed).

In CGHS, the identification of sensitive seats have already been done, the same has been duly circulated to all AD,CGHS cities vide GHS OM No. **34-7/2016-CGHS/Estt(NG) dated 13.06.2016** and also as mentioned under **para 3(e) "Rotational transfer" covered in SoP issued vide OM No. A-22012/01/2021-CGHS-I dated 21.09.2021, circulated to all AD, CGHS Cities (copies enclosed)**

In the matter, it has been decided by the competent authority that Additional Directors of all CGHS cities may be issued directives to comply with above referred guidelines of CVC/DoPT and also existing instructions for rotational transfer of officers/officials from sensitive postings to non-sensitive postings. In view of this, all Additional Directors, CGHS cities are required to take immediate necessary action to **transfer out all the officers/officials/clerical/para medical staff dealing with sensitive posting as mentioned in the enclosed OM and SoP. This exercise to be done twice in a year in June and December month and compliance report ensuring the relieving from the particular post to be submitted by the end of June and December every year.**

This issues with the approval of SS&DG, CGHS.

Enclosed: as stated above

Signed by Manoj Kumar

Verma

(Manoj Kumar Verma)

Date: 01-12-2022 16:03:37

Under Secretary (CGHS-Admin)

Copy to:

1. PPS to SS&DG/PPS to JS(CGHS)/PS to Director CGHS
2. The President, AICGHSEA via email



केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi-110023
No. 004/VGL/090/528696
सं./No.

दिनांक / Dated... 25.10.2022

Circular No. 22 /10/22

Subject: - Rotation of officials working in sensitive posts-Reg.

Reference :

- (i) Commission's Circular No. 98/VGL/60 dated 15.04.1999
- (ii) Commission's Circular No. 17/4/08 dated 01.05.2008
- (iii) Commission's Circular No. 03/09/13 dated 11.09.2013

Central Vigilance Commission, as part of superintendence over vigilance administration of the organisations covered under its advisory jurisdiction has been emphasizing on the importance of Preventive Vigilance Mechanism. Identification of sensitive posts and rotational transfer of officials holding sensitive posts is one of the tools for effective implementation of Preventive Vigilance Mechanism. Periodical rotation of officials holding sensitive posts would be helpful in eliminating the scope of developing vested interest by the officials and would also reduce the scope of indulging in corrupt activities.

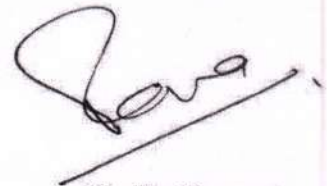
2. The Commission has, therefore, keeping in view the above objective, issued guidelines from time to time directing all the organisations covered under its advisory jurisdiction to identify sensitive posts and ensure periodical rotational transfer of officials working on such sensitive posts.

3. In view of the everchanging scenario and increasing use of technology in the functioning of organisations, it is important that the list of sensitive posts is reviewed and updated at regular intervals. However, it has been observed that the guidelines issued by the Commission pertaining to identification of sensitive posts are not being followed in letter and spirit by many of the organisations and the exercise to review of the existing lists of sensitive posts and to identify new areas/posts as sensitive, has not been undertaken for a long time.

4. The Commission has, therefore, desired that the CVOs, in consultation with the Chief Executive/Management of the respective organisations, should immediately undertake an exercise to identify sensitive posts in their organisations. In future, an exercise to review and identify sensitive posts may be conducted after interval of every three years. Further, it may also be ensured that the officials holding sensitive posts are transferred/posted out from such posts as per the time limits prescribed by the Commission & DoPT from time to time, without exception.

5. Compliance of the above guidelines should be intimated to the Commission, by the CVOs concerned, in the QPRs being submitted by them.

6. The above guidelines may be noted for strict compliance with immediate effect.



(Rajiv Verma)
Director

To

- (i) The Secretaries of all Ministries/Departments of GoI
- (ii) All Chief Executives of CPSUs/Public Sector Banks/Public Sector Insurance Companies/Autonomous Bodies etc.
- (iii) All CVOs of Ministries/Departments of GoI/CPSUs/Public Sector Banks/Public Sector Insurance Companies/Autonomous Bodies etc.
- (iv) Website of CVC

Telegraphic Address :
"SATARKTA: New Delhi

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फैक्स / Fax : 24651186



सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi 110023

सं./No. 004/VGL/090/22553

दिनांक / Dated 11.9.2013

Circular No. 03/09/13

Subject:- Rotation of officials working in sensitive posts—regarding.

Central Vigilance Commission and the Department of Personnel and Training have issued instructions for effecting rotational transfers of officials posted on sensitive posts. As per Commission's instructions issued vide letter Nos. 98/VGL/60 dated 15.4.1999, 02.11.2001 and 004/VGL/90 dated 01.5.2008 and 04.01.2012 (for public sector banks) on this issue, it was prescribed that Ministries/Departments/Organisations and CVOs are to identify the sensitive posts and staff working in these posts and also ensure that they are strictly rotated after every two/three years to avoid developing vested interests.

2. The Commission in the superintendence of vigilance administration over the years has observed that such rotational transfers are not effected in many organisations due to which officials continue to remain in the same posts for long periods. Such overstay and continuous postings afford scope for indulging in corrupt activities, developing vested interests etc. which may not be in the interest of the organisation. The Commission would, therefore, emphasise that periodical rotation of officials holding sensitive posts/jobs needs to be ensured. As such, officials should not be retained in the same place/position for long by the Ministries/Departments/PSUs/Banks/Organisations etc.

3. Heads/CVOs of all Departments/Organisations are advised to ensure strict compliance of the Commission's guidelines and implement the same in letter and spirit. Further, the CVOs should specifically report the action taken indicating the number of officials rotated/transferred in the respective organisations in the Monthly Report of CVOs submitted to the Commission.

K D Tripathi
(K D Tripathi)
Secretary

1. All Secretaries of Ministries/Departments.
2. All CMDs/Heads of CPSUs/Public Sector Banks/Organisations.
3. All CVOs of Ministries/Departments/ CPSUs/Public Sector Banks/Organisations.

F.No.34-7/2016-CGHS/Estt.(NG)/ 3927-88
 Government of India
 Office of the Additional Director (HQ)
 Central Government Health Scheme
 CGHS Dispensary Building, Sector-12
 R. K. Puram, New Delhi-110022

Dated: 13/06/2016

OFFICE MEMORANDUM

It has been brought to the notice of All Addl. Director of CGHS Zones in Delhi and outside Delhi, that in addition to the policy and guideline of CVC, the following post has been identified as sensitive post as under:

(A) Office of the AD (HQ), AD (Zones), WCs and attach unit

a. For WC

S.No.	Name of the post	Rotation tenure
1	CMO In-Charge of Wellness Centers	3 years
2	Store Keeper of WCs	3 years

b. For AD (HQ)/ Zonal office

S.No.	Name of the post	Rotation tenure
1	Officer/LDC/UDC/Other category dealing with work of MRC/ Hospital Cell/ Authorised Local Chemist Bill/ Vigilance Cell/ Accommodation Cell & working as Cashier	3 years

(B) Medical Store Depot

S.No.	Name of the post	Rotation tenure
1	All Group 'C' post working in MSD & Dealing with Drugs/ Non-drugs (Provisioning Tendering Procurement Distribution etc)	3 years

(C) Officers in CGHS Delhi

S.No.	Name of the post	Rotation tenure
1	JD (HQ)/ JD (R&H)/ JD (Grievance)/ JD (Vigilance)/ DDO etc	3 years but those are appointed according to their promotion channels; they may complete their tenure according to the provision.

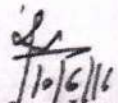
(D) For all other post the rotation will be made after five years.

If the transfer is not feasible due to any defined reason in respect of officer/ staff at least their dealing seat must be changed.

The above Rotation shall be made regularly and action taken report submit to the Director, CGHS Delhi from time to time.

All the Zonal Addl. Director in CGHS Delhi submit action taken report to the Addl. Director (HQ) for onward transmission to the Director, CGHS.

This issue with the approval of AS&DG under File No.34-7/2016-CGHS/Estt.(NG) on dated 31.05.2016.


(Dr. Pardeep Kumar)
Addl. Director, CGHS (HQ)

CC for information and necessary compliance thereon:

1. The Addl. Director, CGHS CZ/EZ/NZ/SZ/MSD, Delhi/New Delhi.
2. The ADO NG/ GE, CGHS (HQ), Sec-12, RK Puram.
3. The Addl. Director, CGHS outside Delhi.

CC for information:

1. All the sections in CGHS (HQ).
2. CGHS, Ayurvedic Store Depot, Shahadara/ Unani Store Depot /Homoeo Store Depot, New Delhi.
3. CGHS, Ayurvedic Hospital, Lodhi Road, New Delhi.
4. CGHS Wing, Safdarjung Hospital, New Delhi.
5. PS to AS&DG, CGHS, Nirman Bhawan, New Delhi.
6. PA to Director, CGHS, Nirman Bhawan, New Delhi.
7. Under Secretary, CGHS-I/II, Nirman Bhawan, New Delhi.
8. Sh. Jai Dev, President, AICGHSEA.
9. Sh. Francis Ellis, Gen. Secretary, AICGHSEA.
10. Sh. Vikas Jain, Gen. Secretary, AICGHSEA, Delhi Branch, C-29, Street No.5, West Jyoti Nagar, Delhi-94
11. Spare copy.

F.No. A-22012/01/2021-CGHS-I
Government of India
Ministry of Health & Family Welfare
CGHS Division
(CGHS-I Section)

Nirman Bhawan, New Delhi-110011
Dated 21/09/2021

OFFICE MEMORANDUM

Subject: Framing of Standard Operating Procedure(SOP)/Policy for transfer/posting of Staff in CGHS across the country-reg.

In compliance with the directions of the Hon'ble Supreme Court dated 31.10.2013 in WP (Civil) No. 82/2011 and in pursuance of the Department of Personnel & Training's OM No. 11013/10/2013-Estt.A dated 02.07.2015, the undersigned is directed to state that the Standard Operating Procedure(SOP)/Policy for transfer/posting in respect of Staff working under CGHS across the country as detailed in annexure shall come into force with immediate effect in supersession of all earlier guidelines/policies.

2. This issues with the approval of AS&DG,CGHS.

Encl: 12 pages

Signed by Manoj Kumar
Verma

Date: 21-09-2021 12:03:28

(Manoj Kumar Verma)

Under Secretary to Government of India

To,

1. The Additional Director, All CGHS Cities
2. Deputy Secretary, Establishment Division, Ministry of AYUSH
3. Director, CHS Division, MoHFW
4. PS to AS& DG, CGHS, MoHFW
5. PS to Director, CGHS, MoHFW
6. PS to ADDG(HQ), CGHS, MoHFW
7. Order folder

2336806/2021/CGHS **Standard Operating Procedure (SOP)/Policy for transfer/posting for Staff**
working under CGHS

In compliance with the direction of the Hon'ble Supreme Court dated 31.10.2013 in WP(Civil) No. 82/2011 in the matter of Shri T.S.R Subramanian & others vs. Uoi & others inter-alia giving directions to the Central Government to constitute boards to consider the transfer/posting proposal of civil servants, with the approval of AS&DG (CGHS) committees were constituted vide OM No. A.22011/18/2019-CGHS-II dated 27.06.2019 for considering the transfer/posting cases of the staff working under CGHS.

2. The committees have to take decision on own request transfer/posting cases as well as on the rotational transfer/posting cases of CGHS staff (CHS/AYUSH Medical Officers, Group 'B', 'C' staff) for inter-city, inter-zonal (Delhi & NCR), intra-city (outside Delhi) and intra-zonal (Delhi & NCR). The posting of Additional Director of CGHS cities will also be done on the basis of recommendations of the Transfer Committee.

3. For an effective administrative mechanism and for avoiding development of vested interests and in order to bring objectivity and transparency in transfer and placement of CGHS staff a transfer policy has been formulated on below guidelines.

(A). **Constitution of Committee for Transfer and placement of CGHS staff:** vide OM No. A.22011/18/2019-CGHS-II dated 27.06.2019, the committees for considering the transfer and placement case at various levels are as below:

(i). **Committee for inter-city transfer i.e from one CGHS City to another CGHS City for all categories of staff including CGHS doctors, both CHS and AYUSH-**

i. Director,	CGHS, Chairperson
ii. AD(HQ), CGHS	Member
iii. One AD from outside Delhi CGHS nominated by AS&DG	Member
iii. Director/Dy. Secretary, EHS	Member
iv. US (CGHS-Admin) Directorate of CGHS	Convener

(ii). **Committee for inter-zonal transfer (Delhi & NCR) for officers for all categories of staff including CGHS doctors, both CHS and AYUSH-**

i. AD (HQ), CGHS Delhi	Chairperson
ii. Two ADs from different zones of CGHS Delhi, nominated by AS&DG, CGHS	Member
iii. US (CGHS-Admin), Directorate of CGHS	Member
iv. AD (Admin), office of AD(HQ), CGHS	Convener

Note : The approval for nominee of AS & DG will be taken for meetings to be held in one year.

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(iii). Committee for intra-city (outside Delhi) and intra-zonal (Delhi & NCR) and transfer between the cities under the administrative control of same Office of Additional Director, for all categories of staff including CGHS doctors, both CHS and AYUSH-

- | | |
|---|-------------|
| i. Additional Director* | Chairperson |
| ii. Three senior most CMOs nominated by AD* | Members |
| iii. Administrative Officer/Office Suptd*
or CMO, I/c who is looking Admin
(* of the respective CGHS City/Zone) | Convener |

Quorum for the Meetings : If, in any case, one of the member may not be able to attend the meeting, then "Quorum" will be treated as completed and meeting will be held as per given schedule. The committee will submit the recommendations to the competent authority.

(B). Functions of Committee: To consider and make recommendation on the representation of the staff working under CGHS requesting for their transfer as well as make decision/ recommendation on transfer of staff in public exigency/CVC guidelines.

(C). Periodicity: The Committee will meet twice in year in the third week of June & December. In case of Public exigency or any other situation which requires immediate action, the Committee may meet for taking the decision on instant cases.

(D). Types of Transfer: Transfer of an officer can be carried out under following categories:

i) Transfer in exigencies of service, which can be carried out to meet specific requirement of post or desirable expertise for other administrative reasons or in the interest of service

✓ ii) Transfer on rotation basis can be carried out on completion of tenure in a unit i.e. wellness centre/dispensary/AD office.

iii) Transfer on own request, which may be carried out considering the request of individual officer on personal grounds, **subject to administrative feasibility and strictly only on the basis of Detailed guidelines as mentioned in Annexure- I, II and III**

(E). Fixation of Tenure: The tenure of service for CGHS staff of various grades serving on posts identified as sensitive vide OM No. 34-7/2016-CGHS/Estt.(NG)/3927-88 dated 13.06.2016 under CGHS Delhi & NCR is as follows:

(i) Rotational Transfer of ADs: There is no bar as working as AD in two separate cities after completion of tenure as AD in a particular zone/city, it can be considered for posting as AD in another zone/city. However, an officer can not be considered for posting as AD in zone/city where he has earlier worked as AD immediately in preceding posting.

2336806/2021/CGHS of the AD(HQ), AD(Zones), AD MSD and AD(Outside Delhi)WCs and attach unit

S.No	Name of the post	Rotation tenure
1	CMO In-Charge of Wellness Centers	3 years
2	Store Keeper of WCs	3 years

(iii) For AD(HQ)/Zonal Office

S.No	Name of the post	Rotation tenure
1	Officer/LDC/UDC/Other category dealing with work of MRC/Hospital Cell/Authorized Local Chemist Bill/Vigilance Cell/Accommodation Cell & working as Cashier/Procurement of Goods & Services	3 years

(iv) Medical Store Depot

S.No	Name of the post	Rotation tenure
1	All Group 'C' post working in MSD & Dealing with Drugs/Non-drugs (Provisioning Tendering Procurement Distribution etc)	3 years

(v) Officers in CGHS Delhi

S.No	Name of the post	Rotation tenure
1	JD(HQ)/JD(R&H)/JD(Grievance)/JD(Vigilance)/DDO /CMO(Hospital cell)etc	3 years but those are appointed according to their promotion channels; they may complete their tenure according to the provision.

The tenure of service for CGHS staff of various grades serving on posts identified as sensitive vide OM No.A.22011/23/2013-CGHS-II dated 10.08.2016 for outside CGHS Delhi is as follows:



2336806/2021/CGHS Office of the Additional Director (Outside Delhi)

For WC

S.No	Name of the post	Rotation tenure
1	CMO In-Charge of Wellness Centers	3 years
2	Store Keeper of WCs	3 years

Office of the Additional Director (Outside Delhi)

S.No	Name of the post	Rotation tenure
1	Officer/LDC/UDC/Other category dealing with work of MRC/Hospital Cell/Authorized Local Chemist Bill/Vigilance Cell/Accommodation Cell & working as Cashier/ Procurement of Goods & Services	3 years

(vii) Medical Store Depot (Outside Delhi)

S.No	Name of the post	Rotation tenure
1	All Group 'C' post working in MSD & Dealing with Drugs/Non-drugs (Provisioning Tendering Procurement Distribution etc)	3 years

(viii) Officers (Outside CGHS Delhi)

S.No	Name of the post	Rotation tenure
1	Monitoring and other works, All officers posted in AD office.	3 years but those are appointed according to their promotion channels they may complete their tenure according to the provision.

The maximum tenure period for all postssensitive as above mentioned for serving in a particular Wellness center/dispensary will be considered as detailed above and for non-sensitive post is 5 years, it cannot be extended under any circumstances. The crucial date for determining the period of completion of tenure shall be 30th June and 31st December.

*2336806/2021/CGHS Process of Transfer (On own requests):

- (i). For inter-city transfer i.e from one CGHS City to another CGHS City for all categories of staff including CGHS doctors, both CHS and AYUSH-
 - i. The Officer will submit their transfer application on a plain paper or in a proforma giving all his/her details with all the relevant documents to the office of the Additional Director of their current CGHS city. The application should clearly mention the ground on which transfer is sought along with latest supporting documents only. The application should not be made for particular WCs/City. Applicant will be posted only on the perusal of Admin. Control of that CGHS City and further posting be made by the concerned ADs only.
 - ii. The application will be forwarded with NOC/comments within 05 working days vide speed post as well as email to the office of the Additional Director of the City where the Officer is seeking for transfer with intimation to the officer who has submitted the transfer application.
 - iii. The office of Additional Director of all CGHS cities will maintain two Transfer request registers (one for transfer applications for transfer to other CGHS cities and another for applications received for transfer to that CGHS city) for every post. When an application for transfer is received for any post, an entry will be made in the concerned transfer request register with date. The request will be registered at particular serial number of the referred register with date of receiving and the same may be communicated to the applicant.
 - iv. The office of Additional Director of CGHS cities/zones will forward the applications received for transfer to their city from the Office of the Additional Director/Zones of current city of the officer seeking the transfer, to the Dte. of CGHS with their NOC/comments.
 - v. The applications for transfer received in the ministry till 31st May & 30th November will be placed before the Transfer Committee for consideration. The crucial date for completion of probation for Non-Gazetted staff (Group 'B' and 'C') and determining vacancies shall be 30th June and 31st December. The latest copy of the Transfer request register will be obtained from CGHS cities before the meeting of the Transfer Committee and will be placed before Committee to consider as per seniority of the transfer requests for a particular city.

(ii). For inter-zonal transfer (Delhi & NCR) for all categories of staff including CGHS doctors, both CHS and AYUSH-

i. The Officer will submit their transfer application in the prescribed proforma to the office of the Additional Director of their current CGHS Zone in CGHS Delhi.

ii. The application will be forwarded with NOC/comments to the office of the Additional Director of the Zone where the Officer is seeking for transfer.

iii. The office of Additional Director of all CGHS zones will maintain two Transfer request register (one for transfer applications for transfer to other CGHS zones and another for applications received for transfer to that CGHS zone) for every post. When an application for transfer is received for any post, an entry will be made in the concerned transfer request register.

iv. The office of Additional Director of CGHS zones (Delhi & NCR) will forward the applications received for transfer to their zone from the Office of the Additional Director of current zone of the officer seeking the transfer, to the Office of Additional Director, CGHS(HQ) Delhi.

v. The applications for transfer received in the Office of Additional Director, CGHS (HQ) Delhi for inter-zonal transfer till 31st May & 30th November will be placed before the Transfer Committee for consideration. The latest copy of the Transfer request register will be obtained from CGHS Zones in CGHS Delhi before the meeting of the Transfer Committee and will be placed before Committee to consider as per seniority of the transfer requests for a particular Zone.

(iii). For rotational intra-City (Outside Delhi & NCR) and intra-zonal transfer (Delhi & NCR) for all categories of staff including CGHS doctors, both CHS and AYUSH-

The Officers who would be completing their tenure in a Wellness Centre as per directions in Para (E) above regarding fixation of tenure of staff in CGHS as on 30th June and 31st December, details be complied by the all Office of Additional Directors/Zones for Wellness Centers under their administrative control and will be placed before the Transfer Committee for consideration.

2336806/2021/CGHS I General Guidelines:

The instant policy guidelines are issued in supersession of all previous instructions on the subject and will be effective with immediate effect and until further orders.

- i. All efforts will be made to see that guidelines laid down by DOP&T in the matter such as posting of husband and wife at the same station (for spouse working in Central Government/State Government/Public Sector Undertakings on permanent basis) and posting of officers having differently abled children, etc. at the station of their choice are followed.
- ii. As far as possible and within administrative exigencies, the transfer and postings will be done in such a way that officers in general get an opportunity to service in various units catered to by the cadre.
- iii. Whenever an officer requests transfer, clear justification is to be recorded for accepting the request of the individual officers.
- iv. While effecting transfers, a person with the longest continuous stay at a station shall ordinarily be transferred first.
- v. Due attention will be paid at the percentage of vacant post for any post in a CGHS city/zone while considering the transfer request from a CGHS city/zone and it will be tried not more than 25% are vacant after considering the transfer requests of Officers from a CGHS City (75% posts of any category must remain filled for efficient execution of work).
- vi. As per DOPT guidelines, the rotational transfer shall be made regularly on academic year basis i.e. Year ending 31st March of the year and on completion of each exercise action taken report must be submitted to the Director, CGHS by the Additional Director of CGHS cities. All the Zonal Additional Director in CGHS Delhi submit action taken report to the Additional Director (HQ) for onward transmission to the Director, CGHS. In case of any overstayed beyond the specific period the reasons should be given for the same.

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The time schedule for various activities

The time schedule for various activities related to transfer and posting of Officers in CGHS will be as follows:

S.No	Activity	Timeline for completing the activity	Concerned Official
1	Submitting transfer application to Office of Additional Director of CGHS city/zone	Anytime	Officer himself/herself
2	Office of Additional Director of CGHS city/zone will forward the request to the city/zone where transfer has been sought by officer	Within 5 working day of receiving the transfer application from Officer	Dealing person at the Office of Additional Director
3	Office of Additional Director of CGHS city/zone will forward the request received the city/zone from city/zone where the officer is currently posted and forward it to Dte. of CGHS /Office of Additional Director(HQ),Delhi for inter-city/inter-zonal transfer cases.	Within 5 working day of receiving the transfer application from the current city/zone of the officer	Dealing person at the Office of Additional Director
4	Last date for receiving the application at Dte. of CGHS/Office of AD(HQ),CGHS Delhi for inter-city/inter-zonal transfer that will be placed before the committee for consideration	31 st May and 30 th November	Dealing person at the Dte. of CGHS/Office of AD(HQ) CGHS Delhi
5	Crucial date for completion of probation(for Non-gazetted group 'B' and 'C' staff of CGHS) and determining the vacancy	30 th June and 31 st December	Dealing person at the Office of Additional Director,CGHS cities/zones
6	Meeting of Transfer Committee for consideration of all categories of transfer (Own request/rotational)	3 rd week of June and December	Convener of the meeting as per Para 3(A) above

Guidelines for Transfer/posting of Additional Director of CGHS Cities

Rotational Transfer of ADs will be made as per academic calendar i.e. w.e.f. 01st April of year, if in middle of the year due to promotion/retirement/VRS/death, that can also be considered by the mentioned committee. The posting of Additional Directors of CGHS Cities/Zones will be on the basis of seniority cum fitness basis. The SAG level Officers who have more than one year of residual period for attaining the age of 62 years on a crucial date will only be eligible for posting as Additional Director of CGHS cities/zones.

2. Request will be called from willing/eligible SAG officer during the months of December every year for posting as AD wef 01st January next year. The list will be drawn on the basis of seniority and fitness and Additional Director for a CGHS city will be selected from the eligible SAG level officers available at the same CGHS city on the basis of seniority cum fitness and decision will be taken on the basis of seniority and last 5 years' APAR grading of the officers. If no eligible SAG level officer is available at that city then options will be sought from eligible SAG level officers from other CGHS cities for posting as Additional Director for that particular CGHS city. In case, no eligible SAG level officer is found neither at that CGHS city nor any officer from other city has opted for posting as Additional Director for that CGHS city, willing/eligible NFSG who has worked as CMO I/c, may be given temporary charge till eligible SAG officer is found for posting as Additional Director.

4. Vigilance clearance invariably will be taken for appointment of ADs from CMO, I/c.

5. The maximum tenure of Additional Director of CGHS city/Zone is 3 years or him/her attaining the age of 62 years, whichever is earlier.

6. For CGHS cities/Zone/WCs in North East/J&K, the existing instructions of DOPT as amended from time to time will be applicable.

2336806/2021/CGHS I

Guidelines for Transfer/posting of Gazetted staff (CHS/AYUSH Medical officers, Administrative Officer and Accounts Officer) of CGHS:

1. For own request transfer/posting cases:

While recommending transfer/posting cases on own request, the Committee will keep in view the vacancy position along with the following aspects only mentioned in "order of priority" to consider the transfer request in cases, wherein more than one application for one particular vacancy :

- i. Spouse ground; as far as possible post both the husband and wife at the same station as per DOPT guidelines (for spouse working in Central Government/State Government/Public Sector Undertakings on permanent basis).
- ii. Physical disability of Officer himself/herself.
- iii. Physical disability of Spouse/Children of the Officer
- iv. Health issues with Officer himself/herself/with Spouse or children of Officer
- v. In case there is multiple requests for the same post in same city, the preference will be given on the basis of Longevity of transfer application, Tenure at the current place of posting

2. For transfer/posting on the basis public exigency/CVC directions:

While recommending transfer/posting cases on public exigency/CVC advisory, or any other situation which requires immediate action, the Committee will keep in view the vacancy position as well as the administrative feasibility and efficient delivery of public service.

3. For rotational transfer/posting among Wellness Centre of CGHS:

While recommending transfer/posting cases on rotational basis on completion of tenure in Wellness centre, the transfer and postings will be done in such a way that officers in general get an opportunity to service in various units catered by the cadre. The officers will not be transferred in the immediate Wellness centre where he/she was posted before posting in the current Wellness centre.

4. Mandatory period of initial posting: An officer must complete at least 02 years at initial place of posting and only in case of spouse it may be considered for relaxation, wherein spouse in a permanent Central/State Govt./PSU employee. In case spouse is also in transferable government job, the efforts for transfer should be taken by the spouse's office also.

5. For posting of M.O. in North East CGHS cities : In case of non-availability for posting in these cities, that may be made through RTP from AD, Kolkata on year to year basis only for one year from senior most Medical Officer posted under AD Kolkata.

Guidelines for Transfer/posting of Non-Gazetted staff (Group 'B' & 'C'):**1. For own request transfer/posting cases:**

While recommending transfer/posting cases on own request, the Committee will keep in view of the vacancy position, maintenance of Reservation Rosters as per DOPT instructions, provisions for filling the post on transfer in Recruitment Rules for each post in each city along with the following aspects only mentioned in "order of priority " to consider the transfer request in cases, wherein more than one application for one particular vacancy .

- i. Spouse ground: as far as possible post both the husband and wife at the same station as per DOPT guidelines (for spouse working in Central Government/State Government/Public Sector Undertakings on permanent basis).
- ii. Physical disability of Officer himself/herself.
- iii. Physical disability of Spouse/Children of the Officer.
- iv. Health issues with Officer himself/herself/with Spouse or children of Officer.
- v. In case there is multiple requests for the same post in same city, the preference will be given on the basis of Longevity of transfer application, Tenure at the current place of posting.

The transfer and placement cases will be subjected to following terms and conditions: -

- i. Before forwarding transfer request from group 'C' staff AB must ensure that only the applicants who have completed their 02 years probation period, if not extended, on the closing date of inviting application for transfer are eligible for apply.
- ii. The transfer on the promotional posts will not be considered in the CGHS cities wherein posts in feeder cadre to the referred promotional post already filled up.
- iii. The concerned two Cadre Controlling Authorities should agree to the transfer.
- iv. The transfer application of only those Officers will be taken in consideration who have already completed/completing their probation on the closing date of inviting application for transfer as mentioned in the circular.
- v. The transferee will be placed at the bottom of seniority list in the new cadre. The transferee will also be placed below all officers appointed regularly to that post/grade on the date of his/her appointment on transfer basis.
- vi. On Transfer he/she will not be considered for promotion in the old cadre unit i.e CGHS city.
- vii. He/she will not apply for his transfer back to his/her old cadre unit.
- viii. He/she will not be entitled to any joining time and transfer travelling allowance.
- ix. A written undertaking to abide by the requisite terms and conditions will be obtained from the employees before the transfers are actually affected.
- x. Transfer request will be considered only in case where the vacancy in the specific reservation category is available in the city, where the transfer is sought.

2336806/2021/CGHS transfer/posting on the basis public exigency/CVC directions:

While recommending transfer/posting cases on public exigency/CVC advisory or any other situation which requires immediate action, the Committee will keep in view the vacancy position as well as the administrative necessity and efficient delivery of public service.

3. For rotational transfer/posting among Wellness Centre in a CGHS city/zone:

While recommending transfer/posting cases on rotational basis on completion of tenure in Wellness centre, the transfer and postings will be done in such a way that officers in general get an opportunity to service in various units catered by the cadre. The officers will not be transferred in the immediate Wellness centre where he/she was posted before posting in the current Wellness centre.