

No.CDR.II/584/01/2019  
Ministry of External Affairs  
PSP Division

New Delhi  
18<sup>th</sup> November, 2019

CIRCULAR

**Subject: Revision of Transfer Policy Guidelines in respect of the employees of Central Passport Organisation.**

After the issuance of Transfer Policy Guidelines 2018 (TPG), the Ministry received a considerable number of transfer requests from the employees of Central Passport Organisation. However, majority of these transfer requests could not be considered by the Ministry since they did not fall within the extant provisions of TPG 2018. Considering the genuine concerns of the CPO employees, the Ministry, with the approval of the competent authority, has decided to revise the Transfer Policy Guidelines with a view to consider the transfer requests of the CPO employees to the extent possible.

2. **Draft Transfer Policy Guidelines 2020** prepared in line with **DoP&T** and **CVC** guidelines are hereby enclosed for circulation amongst all the officials of Passport Offices. All Passport Officers are requested to hold consultations with the concerned officials of CPO under their charge, and obtain their inputs/views, if any, on the Draft Transfer Policy Guidelines 2020. POs are requested to submit the consolidated inputs/views of the employees of the respective POs to the Ministry latest by **29<sup>th</sup> November 2019** through email at [sopspcadre@mea.gov.in](mailto:sopspcadre@mea.gov.in). **Only the consolidated report submitted by each of the Passport Offices incorporating the views/inputs of the respective officials of the particular Passport Office shall be considered by the Ministry; no individual inputs/views submitted by any CPO official directly to the Ministry shall be entertained.** In case there is no report received, it would be presumed that the PO has no comments to offer on the draft TPG 2020.

  
(Sahib Singh)

Deputy Passport Officer (PSP-Admn & Cadre)

**Enclosure**

**Draft Transfer Policy Guidelines 2020**

**To:**

All Passport Offices

**Copy to:**

- (1) JS (PSP) & CPO for information
- (2) OSD (PSP) with the request to upload this circular on the PSP Portal.



**DRAFT**

**TRANSFER POLICY GUIDELINES 2020**  
**OF CENTRAL PASSPORT ORGANISATION**

The **Central Passport Organisation (CPO)** was created in **1959** as a subordinate office of the Ministry of External Affairs and is headed by **Joint Secretary (Passport Seva Project)** and **Chief Passport Officer**, who also acts as Appellate Authority under the Passports Act, 1967. It works under the overall supervision of **Secretary (CPV & OIA)**. The CPO through its network of Passport Offices, Passport Seva Kendras and Post Office Passport Seva Kendras, is responsible for providing passport and related services to Indian nationals.

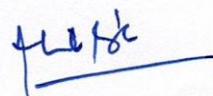
2. The sanctioned strength of CPO is **2741**. The CPO strives to maintain equitable distribution of its employees all over India on the basis of sanctioned staff strength to ensure efficient functioning of the Passport Offices and optimization of job satisfaction amongst its employees.

3. **Transfer Policy Guidelines 2020** for effecting transfers and postings of employees of Central Passport Organization (CPO) have been formulated as per **DoP&T/CVC** guidelines and instructions, while keeping in view the special needs of the organization. This policy will supersede all the previous Transfer Policies on this subject and shall be effective from **01<sup>st</sup> April, 2020**.

4. All employees of CPO (Group A, Group B and Group C) are liable to be transferred on rotational basis all over India. Further, any CPO official may be transferred to any CPO office across India on administrative exigencies and in public interest, at any point of time. Transfer to a desired location cannot be claimed as a matter of right.

5. **Transfer Boards:**

(I) The transfers/postings shall henceforth be considered by two separate Transfer Boards viz **Junior Transfer Board** and **Senior Transfer Board** as given below:





a) **Junior Transfer Board (JTB)** for transfer of officials upto the rank of **Senior Superintendent**. The board shall comprise of the following officers:

- i) Director (PSP) and Head of Project Management Unit (PMU)
- ii) Director/DS/US (Coordination & Vigilance)
- iii) DPO (PSP-Administration & Cadre)
- iv) US (PSP-I)

b) **Senior Transfer Board (STB)** for transfer of officers of the level of **APO and above (Group A officers)**. The board shall comprise of the following officers:

- i) JS (PSP) & CPO
- ii) Director (PSP) and Head of Project Management Unit (PMU)
- iii) Director/DS/US (Coordinator & Vigilance)
- iv) DPO (PSP-Administration & Cadre)

II) The Boards shall meet once every year preferably between **January and March** to examine the representations, if any, and finalize the transfers as per this policy. The recommendations of the **Junior Transfer Board** will be submitted for the approval of **JS (PSP) & CPO** who shall be the competent authority for transfer of employees upto the level of Senior Superintendent, while the recommendation of the **Senior Transfer Board** shall be submitted to **Secretary (CPV) & OIA** who shall be the competent authority for transfer of Group A officers.

III) The Board shall consider the transfer of those employees who are completing their prescribed tenure upto **30<sup>th</sup> June** of the ensuing year. Their transfer orders shall be effective on completion of their tenures.

## **6. Tenure**

(I) Tenure of all the officials shall be **36 months** from the date of joining for all Passport Offices, except for those posted at Jammu and Kashmir/Ladakh and North Eastern Region where the tenure shall be **24 months** from the date of joining.



(II) Officials posted at Jammu and Kashmir/Ladakh and North Eastern Region shall be allowed to exercise their choice of station of posting at the completion of their prescribed tenure and same shall be considered on priority subject to availability of vacancy at the station chosen and administrative exigency.

**7. General terms and conditions :**

(i) **Representation for transfer:** The Ministry will issue a circular preferably during **December** every year inviting representations for transfers to be made effective from **April** next year. The representations will be invited in the proforma as per **Annexure I** of the Transfer Policy. The transfer orders shall normally be issued in the month of **March/April** so that the officers can move before commencement of the academic year.

(ii) Representations shall be invited from all those officials who are going to complete their tenure in the ensuing year upto **30<sup>th</sup> June** in their respective Passport Offices.

(iii) The cases where officials or their dependents are suffering from critical diseases like Cancer, Heart diseases, brain diseases, Kidney/Liver diseases, Neuro Problems etc. shall be considered by the Transfer Board on priority subject to availability of posts in that particular station. Such requests are to be forwarded by the Passport Officers with their recommendation along with supporting documents from a Government Hospital or CGHS empanelled hospital.

(iv) The Transfer Board may recommend retention of officers for a period of one year on children education/medical ground after completion of tenure at a particular station.

**Note:** (a) Medical ground shall constitute terminal diseases and case of mentally challenged. (b) Educational grounds shall constitute child studying in Class 12<sup>th</sup> and Class 10<sup>th</sup> only. (c) Permission for study outside office hours will not be a ground for retention in same station.



(v) Those employees, who have been appointed on direct recruitment in the CPO, shall be eligible for transfer on completion of their tenure and after successful completion of their probation period.

**Note:** Longest stay and cases of medical urgency will be accorded priority.

(vi) The transfers shall be made on the basis of **station seniority and preferences**. The official with longest stay at Passport Office shall be moved first subject to them fulfilling the other conditions enunciated in this Transfer Policy.

(vii) For the purpose of determining station tenure, the period spent at a station continuously shall be considered irrespective of the post held. The period spent at PSP Division shall not count towards station tenure.

(viii) For the purpose of annual tenure transfer, the longest stayee list shall be circulated by **October-November** of the year. The list shall be prepared based on completion of station tenure as on **30<sup>th</sup> June** of the ensuing year.

(ix) The requests of differently abled officials who are in receipt of Transport Allowance at double the rate or with more than **40%** disability will be considered for posting to their native/nearest station subject to production of medical certificate from Government Hospital and availability of post.

(x) Officers having 02 years residual service may opt either for retention in the station of posting for residual period or may opt for posting to a station of their choice where they propose to settle down after retirement. The request will be considered subject to availability of vacancy at the station chosen and administrative exigency.

(xi) All employees are expected to be aware of the time when their children will be in **Class X** or **Class XII**. They should therefore plan accordingly and seek posting outside their present station before their children reach **Class X** or **Class XII**.

(xii) Husband and Wife transfer cases shall be decided in line with DoP&T guidelines on the subject.



(xiii) Efforts will be made to exempt an official from transfer on completion of tenure who has differently abled dependent subject to administrative constraints in accordance with the extant instruction of the Government of India.

(xiv) Efforts will be made to consider the transfer requests of single parents with school-going children to post them at their stations of choice subject to availability of vacancies.

(xv) On the basis of Departmental/Vigilance Proceedings/verifiable complaint/abuse of authority/misconduct, the official concerned may be transferred to any Passport Office in India.

(xvi) Once transfer orders are issued, the concerned officer should be relieved by their controlling officer immediately after issuance of transfer order without waiting for substitute unless direction contrary to this are indicated in the transfer order. On issuance of transfer orders and on disposal of representation, request for leave of any kind shall be considered by the Passport Office where the concerned official has been transferred.

(xvii) Any official who brings pressure of any kind with a view to seeking review or cancellation of his/her transfer order will render himself/herself liable for disciplinary action under CCS (Conduct) Rules, 1964.

8. **JS (PSP) & CPO** is empowered to issue transfer/posting orders directly on a case to case basis under emergent conditions where a meeting of the Board cannot be convened at short notice for reasons to be recorded in writing. However, this power will be exercised in exceptional circumstances only and not routinely. In such cases, **JS (PSP) & CPO** shall be the competent authority to issue transfer/posting orders in respect of officials upto the level of **Senior Superintendent**, while the matter shall be submitted for ex-post facto approval to **Secretary (CPV & OIA)** for transfer of officials of the rank of APO and above.

9. This Transfer policy can be amended with the approval of the competent authority.

\*\*\*\*\*

*Handwritten signature*



ANNEXURE-I

**MINISTRY OF EXTERNAL AFFAIRS  
CENTRAL PASSPORT ORGANISATION  
REPRESENTATION PROFORMA FOR TRANSFER BOARD  
MEETING - 2020**

Sl. No.	Particulars	
1	Name of Officer	
2	Designation	
3	Date of Birth	
4	Date of Superannuation	
5	Home Town (State)	
6	Date of joining at the present station	
7	Particulars of the family { only dependent family members}	
	Name	Relationship with officer
		Date of birth
		Occupation/grade in case of student
8	Details of all transfers & positions held with duration	

*for si*



9	Preference (at least three Passport Offices)	
10	Special considerations on medical grounds (such as critical illness and physical disability) should be supported by relevant certificate/reports from Govt. Hospitals.	
11	Date of submission of Annual Immovable Property Returns (Due 31 <sup>st</sup> January 2014).	
12	Any other remarks.	
13	<p>Certified that above information is correct to the best of my knowledge.</p> <p>I undertake to move on further deployment at any Passport Seva Kendras falling within the jurisdiction of the concerned Passport Office.</p>	

Signature  
Name  
Date  
Telephone/  
Mobile No.  
E-mail :

Remarks/Recommendations of PO

Whether substitute is required	Yes	No
--------------------------------	-----	----

Signature of the PO  
with Rubber Stamp

*[Handwritten signature]*