

Government of India  
Department of Space  
Indian Space Research Organisation

Transfer Policy

In the case of Scientific & Technical staff, the recruitment and appointment is made against specific requirements from Centre/Unit. Hence no general/periodical transfer is involved. However, on programmatic requirements, they may be transferred to Centre/ Unit by the Department. Personal request from Scientific and Technical personnel for transfer are considered on case to case basis, subject to availability of vacancy and suitability in the requested place.

In the case of Administrative category, on promotion to Officer level, they are transferred to the Centre/ Unit where the vacancy exists. In the lower levels personal requests for transfers are considered on case to case basis, subject to availability of vacancy. The guidelines with regard to transfer and postings of Officers issued vide the following Office Memoranda are attached:

- (i) OM No.HQ:ADMN:A.20(4)-1 dated 26/12/2012
- (ii) OM No.HQ:ADMN:A.20(4)-1 dated 30/12/2013
- (iii) OM No.HQ:ADMN:A.20(4)-1 dated 20/10/2015
- (iv) OM No.HQ:ADMN:A.20(2) dated 17/10/2016

**Source: ISROHQ/PGA**

**14/07/2021**

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No. HQ:ADMN:A.20(4)-1

December 26, 2012

**OFFICE MEMORANDUM**

**Subject : Transfer and posting of officers in administrative areas – revised guidelines – regarding.**

The Officers in different areas of administration in all Centres/Units of ISRO/DOS form a common cadre including National Atmospheric Research Laboratory (NARL) and Antrix Corporation Limited, which are encadred into ISRO for the purpose of posting and transfer of Officers in Administrative areas. Vacancy based promotion system is followed in the Officers' category wherein the empanelled candidates are promoted and posted in the order of merit, against the clear available vacancies at any point of time in different Centres/Units. The matters relating to transfer and postings of Officers in Administrative areas have been discussed in the 95<sup>th</sup> ISRO Council meeting held on 13.9.2012 and in supersession of ISRO HQ OM No.HQ:ADMN:A.20(4)-1 dated 2.7.2009, the transfer and posting policies of Officers in Administrative areas are revised as under:

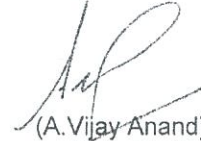
1. The Organization reserves the right to transfer any officer to any Centre/Unit of ISRO/DOS in public interest at any point of time.
2. Transfer back to the original city or preferred city shall not be considered as a matter of right.
3. Orders on transfers in the same capacity, shall be final and binding on all concerned Officers. Any refusal of transfer orders will attract the provisions of CCS [Conduct] Rules, 1964.
4. Once the employee accepts the posting either on promotion or transferred in the same capacity, he/she shall serve the Centre/Unit to which posted for a minimum period of **two years**.

5. At the time of acceptance of promotion, including posting, the candidate may, at his/her choice, indicate a maximum of three choices of city(ies) in the order of preference to which he/she may be considered for posting on completion of two years of service in the present place of posting. Preference of posting to any Centre/Unit in a given city shall not be entertained and in such choices, only the city will be taken into account as preference. Once, an Officer is transferred to any of the desired city, his/her claim for other two cities will be automatically nullified.
6. While offering the promotions to the junior(s) as and when their turn comes, from the valid selection panel(s), they may be considered for posting in the same city against clear vacancies ahead of his/her senior(s) who, are seeking transfer to the same city and not completed the minimum required service of two years. However, on completion of the required period of service of two years, the senior Officer can be transferred to the city of his/her choice by transferring the junior, who was promoted and posted in the same city. The junior, who was promoted and posted in the same city, is bound to be transferred and posted to the Centre/Unit from where the senior is transferred or any other Centre/Unit where the vacancy exists to make way for his/her senior and such transfer will be treated in public interest. At this juncture, the applicant cannot appeal for rejection of promotion and can only seek reversion to previous grade. In such case, the request will be processed as per the existing provisions of rules on the subject and all such cases will be treated as refusal of promotion from the date of reversion to the lower post and the provisions of OM No.HQ:ADMN:4.20(2) dated 26.11.1981 will be applicable for further promotion to the grade. In such cases, the resultant vacancy will be filled by using the valid panel and the posting will be decided accordingly.
7. Any Officer, who is left with **six months** or less period of service for superannuation, he/she can be considered for retention on promotion in the same city subject to availability of clear vacancy. In such a case, the senior-most Officer who is due to be considered for posting to the same city will have to wait till the occurrence of next vacancy.
8. Transfer requests of Officers to other Centres/Units within a city, will be considered purely on the merit of the case and only on completion of 3 years service in the given Centre/Unit.



9. For drawal of seniority list for transfer to a given city within a given designation, seniority will be determined in the following order:-
- (i) Date of joining at the posted Centre/Unit will be reckoned for purposes of drawl of seniority list for transfer to a city of his/her choice. In the event of more than one officer joining the duty on the same day, panel seniority will be reckoned for seniority.
  - (ii) In the cadre(s) where reservation in promotion is applicable and separate panels for General and Reserved candidates are prepared and if more than one officer, drawn from different panels, join for the duty on the same day and their claim for transfer is for the same city then the date of birth of the employee will be reckoned and senior officer, by age, will get preference over the junior officer.
  - (iii) In case an existing Officer alters his/her choice(s) of posting subsequent to reporting, he/she must submit fresh request for transfer and such transfer application should be submitted through proper channel to the cadre controlling authority. In all such cases seniority will be reckoned from the date of such transfer request and not the date of reporting at that Centre/Unit. In the event of tie in seniority, officer who has served longest in the present posting will get preference (past postings will not be considered).
  - (iv) Those Officers who have not completed the required period of two years of service and have not forwarded their transfer applications through proper channel yet, they may submit their option(s) for transfer to desired city(ies) within 30 days from the date of issue of this order. Their seniority will be reckoned based on their date of joining in the present posting and will be considered for transfer subject to availability of vacancy at city of their choice on completion of two years of service in the present posting.
10. The cases of Officers who have already been posted and working in Centres/ Units will be regulated as under:-
- (i) Those Officers who have already completed two years of service and forwarded their transfer application through proper channel, their transfer cases will be regulated as per the provisions of this OM and their seniority for transfer will be reckoned as per para 9 and their transfer will be treated as in public interest.

- (ii) Those Officers who have not completed the required period of two years of service and have already forwarded their transfer applications through proper channel, their seniority for transfer will be reckoned as per para 9 and their cases will be considered for transfer subject to availability of vacancy at city of their choice on completion of **two years of service in the present posting**.
- (iii) Those Officers who have completed two years of service but their transfer applications, through proper channel, have not yet been received in ISRO HQ, they may now exercise a fresh option, through proper channel, within 30 days from the date of issue of these orders. In such cases, their seniority will be regulated as per the provisions contained in para 9 of this OM.
11. This order will be effective from January 1, 2013. Past cases already decided as per the existing orders, shall not be reopened under any circumstances.
12. Hindi version will follow.



(A. Vijay Anand)  
Joint Secretary to the Government of India/  
Member (Personnel), ISRO Council

To :  
All Concerned as per standard distribution list



No.HQ:ADMN:A.20(4)-1

December 30, 2013

**OFFICE MEMORANDUM**

**Sub: Transfer and posting of Officers in administrative areas –  
modification to the existing guidelines – regarding.**

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As per the existing transfer policy of Officers in administrative areas issued vide ISRO HQ OM No.HQ:ADMN:A.20(4)-1 dated 26.12.2012, once the employee accepts the posting either on promotion or transferred in the same capacity, he/she has to serve the Centre/Unit to which posted for a minimum period of **two years**. While offering the promotions to the junior(s) as and when their turn comes, they will be considered for posting in the same city against clear vacancies ahead of his/her senior(s) who is/are seeking transfer to the same city and not completed the required period of service of two years. On completion of the required period of two years, the senior Officer will be transferred to the city of his/her choice by transferring the junior, who was promoted and posted in the same city.


2. Subsequent to issue of the above transfer guidelines, many Officers have represented to waive the two year condition for transfer back to their preferred city. It has also been noted that, the present transfer policy, apart from other functional disturbances, resulted in payment of transfer TA benefits to the juniors as well as seniors on more than one occasion. In few cases, juniors have been paid transfer TA benefits on more than two occasions within a short span on 2-3 months.

3. The various issues involved in the existing guidelines on transfer and posting of Officers in administrative areas have been discussed in the 98<sup>th</sup> ISRO Council meeting and, the Council decided to reduce the minimum service prescribed for considering the transfer request from existing two years to one year excluding the period(s) of leave availed during the period of one year. Accordingly, in partial modification to ISRO HQ OM dated 26.12.2012, the guidelines for transfers and posting of Officers in administrative areas are modified to the extent as under:-



- 3.1 Once the employee accepts the posting either on promotion or transferred in the same capacity, he/she shall serve the Centre/Unit to which posted for a minimum period of one year. The service rendered in different Centres/Units, outside the parent city, will be reckoned for computing one year service.
- 3.2 One year service rendered by an employee at any given Centre/Unit or different Centres/Units shall not include any kind of leave taken during the period of service, other than Casual and Special Casual Leave (in lieu of restricted holidays), taken during the one year service from the date of joining the present place of posting.
- 3.3 Based on the number of days leave availed by an Officer in the Centre(s)/Unit(s) to which he/she was posted during one year reckoned from the date of joining, the seniority for transfer back shall be worked out.
- 3.4 Transfer back to the opted city will continue to be governed by para 6 of the ISRO HQ OM dated 26.12.2012, except revising the required period for transfer back to preferred city from the existing two years to one year. Thus, an officer on completion of the required service of one year [excluding leave period], he/she shall be considered for transfer to the preferred city by transferring the junior, who was promoted and posted in the same city, either on mutual basis or otherwise, if a clear vacancy is not available.
- 3.5 The transfer of a junior officer to make way for a senior officer shall be restricted to one only.
- 3.6 In the absence of availability of junior officer in the preferred city, transfer back to the opted city will be considered subject to availability of vacancy.
4. The other conditions mentioned in the ISRO HQ OM dated 26.12.2012, except the modified policy as contained in para 3.1 to 3.6 above will remain unaltered.

5. Hindi version will follow.

  
[A Vijay Arand]  
Joint Secretary, DOS/  
Member (Pers.), ISRO Council

To

Standard distribution (as per standard distribution list)

Associate Director INSES - for uploady  
in internet.

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No.HQ:ADMN:A.20(4)-1

October 20, 2015

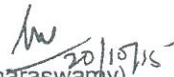
**OFFICE MEMORANDUM**

**Sub :** Transfer and posting of Officers in Administrative areas – Relaxation to Personnel with disabilities.

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The various issues involved in the existing guidelines on transfer and posting of Officers in Administrative areas were discussed in 101<sup>st</sup> ISRO Council meeting held on 21.04.2015, and it was decided to extend relaxation to personnel with disabilities from the extant transfer policy. The same has been conveyed by DOS vide letter No.A.24012/4/2015-I dated 16.10.2015. Accordingly, in partial modification to ISRO HQ OM No.HQ:ADMN:A.20(4)-1 dated 26.12.2012 and 30.12.2013, the guidelines for transfer and posting of Officers in Administrative Areas are modified to the extent as under :-

- (a) As and when a personnel with disabilities is considered for promotion and posting, preference will be given to him/her for retention in his/her parent Centre/Unit or his/her choice subject to availability of a clear vacancy.
  - (b) If clear vacancy does not exist at the time of posting, the posting will be done as per the existing procedures for personnel with disabilities. Such of those personnel, who have been posted outside their parent Centre/Unit and if such employees request for transfer back to their parent Centre/Unit or his/her choice, such cases shall be considered on out of turn basis to fill up new vacancy(ies) occurring subsequently without insisting for minimum service period of one year (excluding the leaves availed other than Casual Leave and Special Casual Leave).
2. As and when the Department implements rotational transfer for its personnel, the above mentioned conditions will be implemented for rotational transfers also.
  3. All other conditions mentioned in the ISRO HQ OM No.HQ:ADMN:A.20(4)-1 dated 26.12.2012 and 30.12.2013 will remain unaltered.
  4. Hindi version enclosed.

  
(S Kumaraswamy)  
Joint Secretary, DOS/  
Member [Pers], ISRO Council

To: All concerned as per standard distribution list

*Associate Director, INSES - for uploading in Intranet*

भारतीय अन्तरिक्ष अनुसंधान संगठन / Indian Space Research Organisation





HQ:ADMN:A.20(2)

October 17, 2016

OFFICE MEMORANDUM

**Subject:** Transfer and posting of Officers in administrative areas – revised guidelines for transfer and posting of Officers appointed through direct recruitment - regarding.

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The transfer and posting of Officers in administrative areas are regulated as per the guidelines issued vide ISRO OM No.HQ:ADMN:A.20(4)-1 dated 26/12/2012 read with OM dated 30/12/2013.

2. Officers in administrative areas are sourced through both internal promotion as well as direct recruitment from open market. Employees working in DOS/ISRO establishments, who fulfill the eligibility criteria for direct recruitment, are also being inducted through competitive selection alongwith outside candidates. The existing transfer policy for Officers in administrative areas does not specifically distinguish between internal employees promoted to the grade through internal DPC process vis-à-vis appointed through direct recruitment from open market and Officers under both the categories are considered for transfer to the preferred city after completion of net one year service, subject to availability of vacancy etc.

3. The various issues involved in the existing guidelines on transfer and posting of Officers in administrative areas recruited directly from the open market, as well as internal candidates selected against direct recruitment quota was discussed in the 104<sup>th</sup> meeting of ISRO Council held on 19.05.2016. Accordingly, in partial modification to ISRO HQ OM dated 26/12/2012 and 30/12/2013, the guidelines for transfers and posting of Officers in administrative areas appointed through direct recruitment are modified to the extent as under:-

- 3.1 All personnel recruited to the post with Grade Pay Rs.5400 in PB-3 (pre-revised)/Level 10 in Pay Matrix under direct recruitment quota in the areas of (i) Personnel & General Administration; (ii) Finance & Accounts; and (iii) Purchase & Stores, sourced from

external market shall henceforth be eligible to be considered for request transfer only on completion of net three years of service (after excluding period(s) of leave, other than Casual Leave and Special Casual Leave in lieu of restricted holidays) in the original place of posting.

- 3.2 All employees working in DOS/ISRO establishments and recruited to the post of Officer in Grade Pay Rs.5400 in PB-3 (pre-revised)/Level 10 in Pay Matrix under direct recruitment quota in the areas of (i) Personnel & General Administration; (ii) Finance & Accounts; and (iii) Purchase & Stores, through competitive selection shall be eligible to be considered for request transfer only on completion of net one year of service (after excluding period(s) of leave, other than Casual Leave and Special Casual Leave in lieu of restricted holidays) in the original place of posting.

4. The above revised guidelines shall be effective for transfers and posting of all Officers in the areas of (i) Personnel & General Administration; (ii) Finance & Accounts; and (iii) Purchase & Stores, from the date of issue of this OM. The transfers and posting of direct recruitee Officers which are already processed and orders issued shall not be disturbed.

5. Hindi version is enclosed.

  
(S Kumaraswamy)  
Joint Secretary, DOS/  
Member (Personnel), ISRO Council

To:

All concerned (As per standard distribution list)