

**Government of India
Press Information Bureau
(Admn. III Section)**

Subject: Transfer Policy for CG-II & MTS of PIB's Regional/Branch offices – reg.

Please find enclosed herewith a copy of PIB's Transfer Policy in respect of Clerk Grade-II and Multi-Tasking Staff posted in Regional/Branch offices.

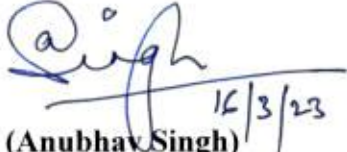
2. In this regard, DG (Zones) are requested to circulate it to all Regional/Branch offices comes under their zone and issue necessary orders for effective and strict implementation of the same.

3. Hereinafter, all transfer requests should be considered in light of these guidelines. Further, before forwarding any transfer request to the Hqrs., necessary approval at **Branch>Regional>Zonal** level must be ensured. If the channel of submission is not followed, such transfer requests are liable to be rejected.

4. All other inter-zonal transfer requests, as on date pending at the Hqrs., may be treated as disposed of and fresh request, if eligible in accordance with the present transfer policy, may be forwarded to this Bureau after giving due consideration at respective Branch/Regional/Zonal levels.

3. This issues with the approval of Pr. DG (M&C), PIB.

Encl.: As above.


(Anubhav Singh) 16/3/23
Dy. Director (Admn.)

Heads of all DG (Zones), PIB

PIB Hqrs. ID Note No. B-11013/7/2022-Admn. III, Dated: 16.03.2023

TRANSFER GUIDELINES FOR CLERK GRADE-II (C.G-II) & MULTI TASKING STAFF (M.T.S) OF PIB's REGIONAL/BRANCH OFFICES.

I. Objective

Press Information Bureau shall strive to maintain equitable distribution of its employees across all Zonal/ Regional/ Branch offices to ensure efficient functioning of the organization and optimize job satisfaction amongst employees. All employees are liable to be transferred anywhere in India at any point of time in public interest. Transfer to a desired location can't be claimed as a matter of right. While effecting transfers the organizational interest shall be given uppermost consideration and that the problems and constraints of employee shall remain subservient.

II. The general eligibility conditions for seeking transfer

1. The minimum tenure at a station shall be 03 years (including the probation period) to apply for transfer on own request.
2. Transfer before completion of tenure may however be ordered in cases of administrative exigencies and in public interest.
3. Preference shall be given to the Persons with Disability (PwD), widow women employees, single women employees, employees with less than 2 years to retire & employees posted at hard stations (Jammu, Srinagar, Leh, Port Blair & North Eastern States).
4. Mutual Transfers shall be considered for same grade/ posts after completion of probation period of both employees.
5. The following employee shall not be considered for transfer on own request: -
 - (i) Employee with history of misconduct.
 - (ii) Employee against whom a disciplinary proceeding is contemplated/ initiated.

6. No request for transfer to PIB-Hqrs at New Delhi will be entertained in cases where :-
- (i) There is no sanctioned post of CG-II and the post of JSA/SSA belongs to CSCS cadre.
 - (ii) The post of MTS belongs to Ministerial cadre.
7. These guidelines will be applicable only in case of PIB employees and request for transfer to other media units will not be entertained by the PIB (Hqrs.).

III. Powers delegated to Zonal Heads/Regional Heads of PIB

1. The officer not below the rank of Director General at the respective zone is authorized to order "**within Zone**" transfers of such employees under his/ her administrative control. In case no DG is in position then the proposal may be submitted to PIB (Hqrs) for approval of Pr. DG.
2. The officer not below the rank of Additional Director General (ADG) of the respective Region is authorized to order "**within Region**" transfers of such employees under his/ her administrative control.
3. In respect of "**outside Zone**" transfers, the mutual willingness of respective Zonal heads (Director General) is mandatory to make effect to such transfers. However, the detailed reasons and justification shall be submitted to the headquarter before any such transfer could be made effective. The "**outside Zone**" transfer will be done only with the prior approval of Pr. DG, PIB.
4. In respect of "**outside PIB**" transfers, the respective Zonal heads (Director General) is competent to forward the applications to other Media Units and other Central Govt. offices under intimation to PIB (Hqrs).

IV. Impact on seniority

The employee will not lose his/ her seniority upon "within zone" and "outside-zone" transfers. The seniority will be based on the rank and year of examination of Staff Selection Commission

V. Extraneous Influence (Political and outside) etc.

Employees shall not bring in any political or outside influence for his/her transfer/posting. If done so, it shall be presumed that the same has been brought in by the employee and such an employee can be barred for future transfer for next 10 years. The request of such an employee shall not be considered. Action may also be initiated against such an employee under relevant service rules. Outside influence shall include representations from even spouse and family members of employees. Any representation/ request regarding transfer not signed by the employee himself/ herself shall not be considered and shall be summarily rejected.

VI. Power for relaxation and interpretation of Guidelines

The Principal Director General, PIB (Hqrs) shall be the sole competent authority to interpret and relax above provisions and pass such other order(s) as deemed appropriate and essential to facilitate the implementation of the guidelines for the purpose of effective control and administration of the PIB as a whole.
