KHADI AND VILLAGE INDUSTRIES COMMISSION,
IRLA ROAD, VILE PARLE(WEST), MUMBAI – 36

No ADM-11/79/Transfer/(102).

Date: 24th February, 1998.

CIRCULAR

Sub: Posting of Husband and Wife at same station.

A copy of O.M.No.28034/2/97-Estt.(A), dt.12-6-97 issued by Ministry of Personnel, Public Grievances & Pensions (Deptt of Personnel & Training), Govt. of India, New Delhi on the above subject, is forwarded herewith for information and necessary action.

Further, the O.M. No.28034/7/86-Estt.(A), dt.3-4-1986 quoted in the above O.M. is also enclosed for ready reference.

DIRECTOR (ADMINISTRATION).

To,

1. Jt. Chief Executive Officer, KVIC, Mumbai.
2. General Manager, Banking Division, KVIC, Mumbai.
3. All Dy. Chief Executive Officers of the Commission in and outside Mumbai.
4. All Heads of Deptts/Offices of the Commission in and outside Mumbai.
5. All Sections in the Central Office, Mumbai.

Copy to:-
1. Chairman, KVIC, Mumbai.
2. Shri Radhesiveyam Sharma, Expert Member, K-6, Ashok Marg, ‘C’ Scheme, Jaipur, Rajasthan.
3. Shri S.V. Manjunath, Member(SZ), KVIC, 772, 1st floor, Vatal Nagaraj Road, 5th Block, Rajajinagar, Bangalore.
4. Shri Bhagwat Saboo, Member(CZ), Mahadeo, 48, Narmada Nagar, Chanakyapuri, Annapurna Road, Indore – 452 009 (MP).
5. Smt. Tara Bhattacharjee, Member(EZ), Panchsheel Park, New Delhi – 16.
6. Shri Vanlal Ngaia, Member(NEZ), Kulkuan, P.O. Aizwal, Mizoram.
7. Shri Gafoorbhai Mohammaduddin, Member(WZ), Parishram, Daman Road, Chala, Vapi – 396 191, Gujarat.
8. Shri M.A. James, 10A, P.D. Pillai, Mandapam Road, Nagercoil, Kanyakumari Dist., Tamilnadu.
9. Director, Member Cell, KVIC, Mumbai (8 copies).
10. Director, Publicity, KVIC, Mumbai, for publication in the ensuing issue of Jagriti.
11. Public Relations Officer, KVIC, Mumbai.
12. Grievances Officer, KVIC, Mumbai.
13. Research Officer, CEO Cell, KVIC, Mumbai.
14. Hindi Officer, Hindi Cell, KVIC, Mumbai, with a request to issue Hindi version of this Circular.

(PAPER FORWARDED)

(Contd. .)
Government of India
Ministry of Personnel,
Public Grievances &
Pensions (Department of
Personnel & Training):

No.28034/2/97-Estt(A)
dated:12.6.97

Sub:- Posting of husband
and wife at the same
Station.

The undersigned is directed to say that
on the subject mentioned above, Government
had issued detailed guidelines vide O.M.
No.28034/7/86-Estt(A) dated 3.4.86. The Fifth
Central Pay Commission has now recommended
that not only the existing instructions regarding
the need to post husband and wife at the same
station need to be reiterated, it has also
recommended that the scope of these instructions
should be widened to include the provision that
where posts at the appropriate level exist in
the organisation at the same station, the
husband and wife may invariably be posted
together in order to enable them to lead a
normal family life and look after the welfare of
the children, especially till the children are 10
years of age.

2. The Government, after considering
the matter has decided to accept this
recommendation of the Fifth Central Pay
Commission. Accordingly, it is reiterated that
all Ministries/Departments should strictly
adhere to the guidelines laid down in O.M.
No.28034/7/86-Estt(A) dated 3.4.86 while
deciding on the requests for posting of husband
and wife at the same station and should ensure
that such posting is invariably done, especially
till their children are 10 years of age, if posts at
the appropriate level exist in the organisation
at the same station and if no administrative
problems are expected to result as a
consequence.

3. It is further clarified that even in cases
where only the wife is a government servant,
the concession elaborated in para 2 of this OM
would be admissible to the Government
servant.

4. These instructions would be applicable
only to posts within the same department and
would not apply on appointment under the
Central Staffing Scheme.

5. A copy of this Department's OM
No.28034/7/86-Estt(A) dated 3.4.86 is enclosed
for ready reference and guidance.
No. 28034/7/86-Estt.(A)
Government of India
Ministry of Personnel, P.G., & Pensions
New Delhi, the 3.4.86.

OFFICE MEMORANDUM

Subject: Posting of husband and wife at the same station.

The question of formulation of a policy regarding the posting at the same place of husband and wife who are in Govt. service or in the service of Public Sector undertakings has been raised in Parliament and other forums on several occasions. Govt.'s position has been that request of Govt. servants and employees of public sector undertakings for posting at the same station usually receive sympathetic consideration, and that each case is decided on merits, keeping in view the administrative requirements.

The Govt. of India have given the utmost importance to the enhancement of women's status in all sectors and all walks of life. Strategies and policies are being formulated and implemented by different Ministries of the Central Govt. to achieve this end. It is also considered necessary to have a policy which can enable women employed under the Govt. and the public sector undertakings, to discharge their responsibilities as wife/mother on the one hand and productive workers on the other, more effectively. It is the policy of the Govt. that as far as possible and within the constraints of administrative feasibility, the husband and wife should be posted at the same station to enable them to lead a normal family life and to ensure the education and welfare of their children.

3. In Feb., 1976 the then Department of Social Welfare had issued a Circular D.O. letter to all Ministries and Departments requesting them to give serious consideration to the question of posting husband and wife at the same station. However, representations continue to be received by the Department of Women's Welfare in the Ministry of Human Resources Development from women seeking the intervention of that Department for a posting at the place where their husbands are posted. It has, therefore, now been decided to lay down a broad statement of policy at least with regard to these employees who are under the purview of the Govt./Public Sector Undertakings. An attempt has, therefore, been made in the following paragraphs to lay down some guidelines to enable the cadre controlling authorities to consider the requests from the spouses for a posting at the same station. At the outset, it may be clarified that it may not be possible to bring every category of employees within the ambit of this policy as situations of husband/wife employment are varied and manifold. The guidelines given below are, therefore, illustrative and not exhaustive. Govt. desire that in all other cases the cadre controlling authority should consider such requests with utmost sympathy.

4. The classes of cases that may arise, and the guidelines for dealing with each class of case, are given below:

(contd. 3/-)
(i) Where the spouses belong to the same All India Service or two of the All India Services namely IAS, IPSA and Indian Forest Service (Group 'A'):-

The spouse will be posted to the same cadre by providing for cadre transfer of one spouse to the cadre of the other spouse subject to their not being posted by this process to their home cadre. Postings within the cadre will, of course, fall within the purview of the State Govt.

(ii) Where one spouse belongs to one of the All India Services and the other spouse belongs to one of the Central Services:-

The cadre controlling authority of the Central Service may post the officer to the station or if there is no post in that station, to the State where the other spouse belonging to the All India Service is posted.

(iii) Where the spouses belong to the same Central Service:

The cadre controlling authority may post the spouses to the same station.

(iv) Where the spouse belongs to one Central Service and the other spouses belongs to another Central Service:-

The spouse with the longer service at a station may apply to the appropriate cadre controlling authority and the said authority may post the said officer to the station, or if there is no post in that station to the State where the other spouse belonging to the other Central Service is posted.

(v) Where one spouse belongs to an All India Service and the other spouse belongs to a Public Sector Undertakings:-

The spouse employed under the Public Sector Undertaking may apply to the competent authority and said authority may post the said officer to the station, or if there is no post under the PSU in that station, to the State where the other spouse is posted.

(vi) Where one spouse belongs to a Central Service and the other spouse belongs to PSU:-

The spouse employed under the PSU may apply to the competent authority and the said authority may post the officer to the station or if there is no post under the PSU in that station, to the State where the other spouse is posted. If however, the request cannot be granted because the PSU has no post in the said station/State, then the spouse belonging to the Central Service may apply to the appropriate cadre controlling authority and the said authority may post the said officer to the station or if there is no post in that station, to the State where the spouse employed under PSU is posted.

(contd.4/-).
(vii) Where one spouse is employed under the Central Govt. and the other spouse is employed under the State Govt.

The spouse employed under the Central Govt. may apply to the competent authority and the competent authority may post the said officer to the station or if there is no post in that station to the State where the other spouse is posted.

5. As will be seen from the illustrations given above, they do not cover all possible categories of cases which may arise. In fact it is not possible to anticipate all the categories of cases. Each case, not covered by the above guidelines will have to be dealt with keeping in mind the spirit in which these guidelines have been laid down and the larger objective of ensuring that a husband and wife are, as far as possible and within the constraints of administrative convenience, posted at the same station.

6. Ministry of Finance etc. are requested to bring the above instructions to the notice of all administrative authorities under their control and ensure compliance.

7. In so far as persons serving in Indian Audit and Accounts Department are concerned, these orders issue in consultation with the Comptroller and Auditor General of India.

8. This issues with the concurrence of the Deptt. of Public Enterprises.
CIRCULAR

Sub: Guidelines on Transfer of Officials (both Gazetted and Non-Gazetted).

Commission in its meeting held on 29/30.6.1999 approved the following guidelines on transfers formulated by a Committee, which are circulated herewith to all for information.

I) OBJECTIVE:

a) To ensure administrative continuity, efficiency and responsiveness.

b) To induce high morale among officers and staff, through a transparent transfer guidelines.

c) To help officers and staff plan their career and take care of their family commitments through long-term planning.

d) To promote harmonious relationship among all concerned.

II) DEFINITION:

a) Transfer: Transfer for the purpose of these guidelines would mean transfer involving change of headquarters.

b) Employee: Employee would mean all categories of KVIC employees i.e. officers and staff.

c) Officers: Officers would mean gazetted functionaries of KVIC.

d) Staff: Staff would cover all other non-gazetted functionaries of KVIC.

e) Tenure: Tenure would mean 3 years for Gazetted Officers and 5 years for Non-Gazetted employees.

III) CHANGE OF SEAT:

Seat shifting from one Directorate to another and/or within the Directorate from one section to another on completion of 3/5 years as the case may be, with a view to have overall development of the employees concerned, may be strictly followed.

IV) DEPLOYMENT GUIDELINES: As far as possible, the deployment would be as per Annexure ‘A’.

V) TRANSFER:

Transfer involving a change of Headquarter, in the normal course, be initiated only after completion of 3 years in one station for KVIC officers and after
VI) **ISSUE OF TRANSFER ORDERS**: The general transfer orders of officers and staff, in routine course, involving a change in headquarters would be issued as far as possible by April, 30th for KVIC officers and staff.

VII) **SUBMISSION OF OPTIONS**: It shall be the responsibility of the officer/staff who is likely to complete his tenure in a station to inform his 3 options of station for posting to the concerned administrative section during his tenure not later than 31st of December preceding the summer season when he is due for transfer. In other cases, an officer/staff shall indicate his opinion 6 months prior to the date of his liability for transfer. It shall be the responsibility of the employee to file his option on time and to mention all 3 choices.

VIII) **TRANSFER FORMALITIES**: All transfer formalities and claims (involving sending of service books and all other records, release and adjustments of tour advance etc.) should be done speedily and effectively by both relieving and joining office so as to avoid inconvenience and cause minimum dislocation for the transferred employee. It will be the duty of the State/Regional Director or the Administrative Incharge of concerned office to ensure this. Likewise, the transferred employee shall be duty-bound to submit his papers and settle his dues, if any, speedily at the end of transfer.

IX) **TRANSFER ON OWN REQUEST**: Transfers made on the own request of the officer/staff be initiated at any time and the general guidelines regarding minimum tenure, reason of transfer, etc. will not be made applicable in such cases.

X) **TRANSFER ON PROMOTION**: On promotion KVIC Officers/Staff either by promotion or selection should normally be transferred. However, the Administration may retain a person in same headquarter for administrative convenience.

XI) **TENURE BEFORE RETIREMENT**: Officers/Staff serving their last three years before retirement would be accommodated as per their choice in their own States or near their home states as far as possible and as much as administratively feasible.

XII) **TRANSFER ON THE BASIS OF COMPLAINT**: Transfer of KVIC officer/staff should not be made only on the basis of some complaint received. Administration should first satisfy itself after some fact-finding effort that, there is prima facie substance in the complaint warranting a transfer at any time.

XIII) **LIABILITY FOR TRANSFER**: In normal course, supervisors and equivalents should not be transferred from one State to another State. Similarly, the Ministerial staff upto UDC level should not be normally transferred from one State of another State. Remaining all other cadres will have transfer liability on all India basis in the interest of Commission-work.

XIV) **TENURE IN SENSITIVE POST**: The maximum tenure in certain categories of posts which are of sensitive nature shall be 2 years for officers and 3 years for staff. The list of sensitive posts shall be intimated to Administration by Directorate of Vigilance from time to time.
XV) TRANSFER POLICY FOR OFFICERS/STAFF SERVING IN NORTH EASTERN STATES:- As far as North Eastern States are concerned, Government of India's transfer policy guidelines issued from time to time will be implemented in spirit.

XVI) GENERAL:-

a) These guidelines on transfers in KVIC does not confer any right, and no employee shall therefore seek any particular place of posting or a particular post as a matter of right.

b) Other things being equal, posting to a particular location or posts where a number of employees have exercised the same option shall be on the basis of merit, and previous postings in same location.

c) As a part of their career development and for obtaining all round experience, officers shall serve in Central Office, Mumbai, for atleast one tenure i.e. 3 years. While exercising their options, officers shall be bound to give the details of their options in the light of the above guidelines.

d) As far as possible, and subject to other provisions of transfer guidelines an equality in the treatment of all other employees, husband & wife would be retained in the same Head Quarter taking into consideration the norms stated in Circular dated 24th February, 1998 issued by KVIC.

e) As regards transfers of Union office bearers are concerned, matter will be dealt with in accordance with the Government of India guidelines governing the Union office bearers.

f) On initial appointment, an employee will normally be posted in the field to gain experience.

g) In general whenever certain aspects of transfer guidelines have not been explicitly stated in this document the guidelines of the Government of India as issued from time to time would be followed in spirit.

XVII) These guidelines are a broad statement of transfer policy for KVIC officer/staff. Administration has the right to transfer any employee at any time on administrative ground.

To,

1. Jt. Chief Executive Officer, KVIC, Mumbai.
2. All Dy. Chief Executive Officers of the Commission in and outside Mumbai.
3. All heads of deptts/offices of the Commission in and outside Mumbai.
4. All Sections in the Central Office, Mumbai.

Copy to:-

1. Chairman, KVIC Mumbai
GUIDELINES ON DEPLOYMENT.

Deployment Guidelines: - As regards deployment policy is concerned, following classification of KVIC State/Regional Offices has been made taking into consideration the level of operations: -

<table>
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<tr>
<th>&quot;A&quot; CATEGORY</th>
<th>&quot;B&quot; CATEGORY</th>
<th>&quot;C&quot; CATEGORY</th>
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</thead>
<tbody>
<tr>
<td>Ambala</td>
<td>Agartala</td>
<td>Aizwal</td>
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<td>Ahmedabad</td>
<td>Bikaner</td>
<td>Barmer</td>
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<td>Bangalore</td>
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<td>Bhopal</td>
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<td>Guwahati</td>
<td>Ranchi</td>
<td>Port Blair</td>
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<td>Hyderabad</td>
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<td>Srinagar</td>
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<td>Jammu</td>
<td>Vishakhapatnam</td>
<td>Shillong</td>
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<td>Lucknow</td>
<td>Varanasi</td>
<td>Siliguri</td>
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<td>Mumbai</td>
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<td>Patna</td>
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<td>Trivandrum</td>
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It is recommended that all the 3 categories of offices should have the following minimum staff/officers: -

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<tr>
<th>&quot;A&quot; CATEGORY</th>
<th>&quot;B&quot; CATEGORY</th>
<th>&quot;C&quot; CATEGORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director- 1</td>
<td>Dy.Director- 1</td>
<td>Assistant Director/</td>
</tr>
<tr>
<td>Dy.Director/</td>
<td>Accounts Officer- 1</td>
<td>Accounts Officer- 1</td>
</tr>
<tr>
<td>Assistant Director/</td>
<td>Superintendent- 1</td>
<td>Superintendent- 1</td>
</tr>
<tr>
<td>Accounts Officer- 2</td>
<td>Stenographer- 1</td>
<td>U.D.C.- 1</td>
</tr>
<tr>
<td>Superintendent- 2</td>
<td>U.D.C.- 3</td>
<td>L.D.C.- 1</td>
</tr>
<tr>
<td>Stenographer- 1</td>
<td>L.D.C.- 4</td>
<td>Peon- 1</td>
</tr>
<tr>
<td>U.D.C.- 6</td>
<td>Peon- 2</td>
<td>Driver- 1 (Wherever</td>
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<td>L.D.C.- 8</td>
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<td>Vehicle is provided)</td>
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<tr>
<td>Peon- 4</td>
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<tr>
<td>Driver- 1</td>
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<tr>
<td>Daftary- 2</td>
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<tr>
<th>Development Officer (Khadi)- 1</th>
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<tr>
<td>Development Officer (V.I.)- 2</td>
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<tr>
<td>Assistant Development Officer (Khadi)- 1</td>
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<tr>
<td>Assistant Development Officer (V.I.)- 3</td>
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<tr>
<td>Supervisor (Khadi)- 1</td>
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<tr>
<td>Supervisor (V.I.)- 4</td>
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<tr>
<td>Accountant- 1</td>
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<tr>
<td>Auditors- 2</td>
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<tr>
<td>Sr. Economic Investigator- 1</td>
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<tr>
<td>Development Officer (Khadi)- 1</td>
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<td>Development Officer (V.I.)- 1</td>
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<tr>
<td>Assistant Development Officer (V.I.)- 2</td>
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<tr>
<td>Supervisor (Khadi)- 2</td>
</tr>
<tr>
<td>Supervisor (V.I.)- 2</td>
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<tr>
<td>Economic Investigator- 1</td>
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<tr>
<td>Accountant- 1</td>
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<tr>
<td>Auditor- 1</td>
</tr>
</tbody>
</table>

Hindi Translators and other staff, etc., may be provided on basis of need.

Regarding staffing in Central Office/Zonal Offices, the same will be dealt separately.
Circular

Sub: Non-reporting to duties on transfer after expiry of joining time reg.

-X-X-

Instances have come to the notice that, the employees who are transferred from one headquarter to another are not reporting to duties even after expiry of the joining time and in many cases the employees are proceeding on unauthorized leave or remain absent. On account of such irresponsible behavior on the part of the employee, the Commission's work is adversely affected.

All the controlling officers in the field offices, central office and all Cadre authorities are requested to ensure that suitable disciplinary action are initiated against such delinquent official.

Director (Admn.).

To:

1. Jt. Chief Executive Officer.
2. All Dy. Chief Executive Officers of the Commission.
3. All heads of Offices of the Commission in and outside Mumbai.
4. All Sections in Central Office, Mumbai.
5. P.S to Chairman, KVIC, Mumbai.
6. Director (Publicity), KVIC, Mumbai for publication in the ensuing issue of Jagriti.
7. Public Relation Officer, KVIC, Mumbai.
8. Grievances Officer, KVIC, Mumbai.
9. CEO Cell, KVIC, Mumbai.
10. Hindi Officer, Hindi Cell, KVIC, Mumbai with a request to issue Hindi version of this Circular.
11. DIT for website.
12. File No. Adm-II/279/Transfer/2002-03/ (102)
KHADI AND VILLAGE INDUSTRIES COMMISSION
IRLA ROAD, VILE PARLE(WEST), MUMBAI-56.


CIRCULAR

Sub: - Non-reporting to duty on transfer reg.

Attention is invited to the instructions contained in S.O. No.1524, dated 31.05.1995 and Circular No.Adm-II/M.R.M./2002-03(312), dated 10.12.2002 on the above subject. Many instances have come to notice that immediately after receipt of transfer of order, officials are proceeding on Earned Leave/Medical Leave on one pretext or other. It may please be noted that leave will not be regularized in such case in future even if it is due and such absence will be treated as Leave Without Pay.

There are also instances that during the leave period they bring pressure from outside for cancellation of transfer order. Bringing any political or outside influence in respect of matters pertaining to service under the Commission is clear violation of the KVIC Employees(Conduct) Regulations,2003. Hence, this type of behavior on the part of the officials will be viewed seriously and action per KVIC(CCA) Regulations,2003 may be initiated against the delinquent official.

This is issued with the approval of Chief Executive Officer

DY.CHIEF EXECUTIVE OFFICER(GA)

To,
1. Jt. Chief Executive Officer, KVIC, Mumbai.
2. Chief Vigilance Officer, KVIC, Mumbai.
3. All Dy. Chief Executive officers of the Commission.
4. Dy. Chief Executive Officer (NEZ), KVIC, Guwahati.
5. All heads of Offices of the Commission in and outside Mumbai.
6. All Sections in Central Office, Mumbai.
7. P.S to Chairman, KVIC, Mumbai.
8. Director (Publicity), KVIC, Mumbai (in duplicate) for publication in the ensuing issue of Jagriti and for Media & PR Cell.
10. Grievances Officer, KVIC, Mumbai.
11. CEO Cell, KVIC, Mumbai.
13. Asstt. Director, Hindi Cell, KVIC, Mumbai with a request to issue Hindi version of this Circular.
14. DIT for website.
15. File Sr.No.38.
CIRCULAR

It has been noticed that various references from Hon'ble Ministers, Members of Parliament and other VIPs are being received enclosing therewith the representation from family members (father, mother, wife etc.) of officers and staff of OCKVI regarding various service matters such as transfer, promotion, selection etc.

It is pertinent to mention here that such canvassing on service matters and bringing outside influence on service matters is flagrant violation of Section 26 of KVIC Employees CDA Regulation.

As there are transparent policy guidelines on transfer as well as Rules and Regulations governing service conditions, any grievance on service matters can be referred first to the Cadre Authority and then to Sr. Officer concerned seeking suitable redressal. There is also Grievances Redressal Mechanism available for this purpose.

Canvassing and bringing pressure through outside influence by writing letters through family members needs to be desisted.

Officers are also sometimes using their family members to plead their cases for transfer in getting them to write mercy petitions. This is to say the least, conduct completely unbecoming of an officer and is frowned upon.

Therefore Officers and staff are advised not to canvass or bring outside influences on service matter through family members and others. Henceforth any such act will be viewed seriously and action will be initiated as per Rules.

This is issued with the approval of the Commissioner for KVI.

DY.CHIEF EXECUTIVE OFFICER (G.A.)

To,
1. Jt. Chief Executive Officer, Office of the Commissioner for KVI, Mumbai.
2. Chief Vigilance Officer, Office of the Commissioner for KVI, Mumbai.
3. All Dy.Chief Executive oficers, Office of the Commissioner for KVI, Mumbai.
5. All heads of Offices of the Commissioner for KVI in and outside Mumbai.
6. All Sections in Central Office, Mumbai.
7. Director (Publicity), Office of the Commissioner for KVI, Mumbai (in duplicate) for publication in the ensuing issue of Jagriti and for Media & PR Cell.
9. Grievances Officer, Office of the Commissioner for KVI, Mumbai.
11. Hindi Officer, Hindi Cell, Office of the Commissioner for KVI, Mumbai with request to issue Hindi version of this Circular.
12. DIT for website.
KHADI AND VILLAGE INDUSTRIES COMMISSION
3, IRLA ROAD, VILE PARLE (W) MUMBAI-400056

No.Adm-II/279/Transfer/2007-08/(102). Date: 30.08.2007

CIRCULAR

Sub: Guidelines on Transfer of Officials
(both Gazetted and Non-Gazetted)

Consequent to the Commission's decision taken in its 546th meeting held on 27.06.2007, the transfer guidelines circulated vide Circular No. Adm-II/279(102) dated 29th October 1999, have been partially modified as under:

1. Normal tenure of Group-A Officer will be 3 to 5 years while that of Non-Gazetted will be 5 to 7 years.

2. Categorization of sensitive post shall be done as per the guidelines issued by the Govt. of India from time to time.

3. Transferring of the head quarters of an erring official is not an appropriate solution. Hence, in the first place an erring officials should be issued with memos and letters to improve his/her performance, working behavior. In case there is no improvement, further disciplinary action should be initiated. This should be made applicable across the cadre including sensitive posts.

All other contents of the Circular No.Adm.II/279/(102) dt.29.10.1999 will remain unchanged.

To,

1. All Members of the Commission
2. All Zonal Dy.Chief Executive Officers, KVIC.
3. All heads of offices, KVIC in and outside Mumbai.
4. Secretary to Chairperson.
5. OSD to C.E.O. Cell.
7. Director (Publicity), KVIC, Mumbai (in duplicate for publication in the ensuing issue of Jagriti for Media and PR cell.
8. Hindi Officer, Hindi Cell, KVIC, Mumbai with a request to issue Hindi version of this Circular.
9. Grievances Officer, KVIC, Mumbai.
11. DIT for website and for sending E-mail to all Field Offices
CIRCULAR

While reviewing the Action Taken Report on various issues, the Commission in its 616th meeting held on 30.8.2013 observed that the work for Strengthening of Zonal Offices by deployment of Officers and Staff has not been completed in letter and spirit.

In this context, the Commission has decided that the "Officers/Staff who have been transferred and have been "stand relieved" should not be allowed to attend the Office as well as to draw salary from the previous Office till they join their new place of posting".

All Cadre Controlling Authorities as well as Drawing Disbursing Officers are therefore, advised to comply with the decision of the Commission. Any deviation in this regard shall be viewed seriously and disciplinary action shall be taken against the defaulting Officer/Staff.

This is issued with the approval of Chief Executive Officer.

To
1. All Cadre Controlling Authorities in and outside Mumbai.
2. All Drawing Disbursing Officers in and outside Mumbai.
3. All Heads of Offices of KVIC in and outside Mumbai.

Copy to:-
1. All Members of the Commission.
2. Secretary to Chairman.
3. Commission Cell.
4. OSD, C.E.O. Cell.
5. A.O., F.A. Cell.
6. Dy. Director, CVO Cell.
7. P.A. to Jt. CEO.
8. P.A. to Dy.CEO(V.I.).
9. The Director (Publicity), KVIC, Mumbai (in duplicate) for publication in the ensuing issue of Jagriti and for Media and PR cell.
10. The Hindi Officer, Hindi Cell, KVIC, Mumbai with a request to issue Hindi version of this Circular.
11. The Grievances Officer, KVIC, Mumbai.
12. The Public Relation Officer, KVIC, Mumbai.
13. DIT for website.