

DGT-A-22012/01/2021-Estt.II
Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training

Room No.109(A), 1st Floor,
Employment Exchange Building,
Pusa Campus, New Delhi - 110012.

Dated: 10.05.2022

Office Memorandum

Subject: Rotation Transfer Guidelines for Training Officers, Group B (Gazetted) officers of DGT

The undersigned is directed to forward herewith Rotational Transfer Guidelines in respect of Training Officers, Group B (Gazetted) officers of General and Women Training Cadre of DGT. All transfer/ posting of Training Officers in due course will be conducted in accordance with the Rotational Transfer Guidelines.

2. Para 08 of the Rotational Transfer Guidelines provides timeline for completion of the transfer procedure. However, for the current year, the timeline for annual transfer will be as under:-

- (i) Calling for Application for Transfer : 15st May -31st May 2022
- (ii) Scrutiny and Processing of applications : 01st June- 10th June 2022
- (iii) Meeting of the Committee on Transfer : 14th -15th June, 2022
- (iv) issue of Order by 20th June, 2022
- (v) Joining at new Station of posting by 01st July, 2022

3. All Training Officers are requested to update their profile in employee corner and apply for transfer in accordance with the above guidelines.

4. This issues with the approval of Competent Authority.



(B.K. Mathur)

Deputy Secretary to the Govt. of India

Copy to:

1. All Training Officers of General and WT Cadre.
2. All the Regional Directors/Heads of Department of DGT field formations.
3. PPS to Secretary, MSD&E, Sr. PPS to DG(T), PPS to DDG(SS), DS(Est.)
4. The Director (ISDS), MSD&E, Shram Shakti Bhawan, New Delhi.
5. All the Divisional Heads of DGT(Hqr.), Pusa Office & Kaushal Bhawan.
6. IT Cell with request to upload on the website of DGT.
7. Office Order folder.

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Rotational Transfer Guideline for Training Officers of General and Women Training Cadre


1. **Scope:** This Rotational transfer Guideline shall cover Training Officers of General and Women Training (WT) cadre.
2. **Objectives:** All Group-B (Gazetted) Officers are liable to be transferred and posted anywhere in India or outside as per the requirements of public service. This Rotational Transfer Guideline (RTG) is meant for internal use and does not vest any officer with any rights whatsoever.
3. **Tenure of posting:** Normal Tenure and Maximum Tenure of Postings would be as follows:

Sl. No	Name of the Post	Normal Tenure (in years)	Maximum Tenure (in years)
1.	Training officer	10	15
2.	Composite Tenure as VI and TO at the same station.	15	20

Note:

- i. Crucial Date for counting Tenure shall be 1st June of the calendar year in which transfer order has been issued.
- ii. In case the demand for courses related to the specialization of Training Officer is not there at the place of posting, or feedback from Students/Principal/Employers is not good, the Training Officer can be transferred to another Station before the expiry of Normal Tenure, as per process in Para 08.
- iii. Any tenures at a station less than one year will be ignored in above calculations. For example, if an employee spent 12 years at one location, got transferred to another one, served for less than a year, and then came back to original station since 4 years ago - in this case, he/she will be assumed to be at that station for 12+4=16 years. Multiple breaks of less than one year will be similarly treated.
- iv. Delhi, Noida, Faridabad - all being part of NCR, will be treated together for the sake of tenure calculation.
- v. Different institutes (RDSDE, NSTIs, NIMI, CSTRAI, or deputation somewhere etc.) at the same location will be treated as one for the sake of tenure calculation.

4. **Re-posting at the same station where worked earlier:** An officer who is to be transferred out on promotion from one station on completion of prescribed tenure or for want of a vacancy of the promotional post, or for any other reason, may be allowed to request for posting in the same station where she/he earlier served subject to the condition that there is a gap at least three years.


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5. **Transfer on request:** Request/ choice transfers may be considered on following grounds:
(a) Superannuation is due within two (2) years.
(b) Serious/terminal disease and/or extraordinary disabilities of self/dependent family member.

6. **Transfer on promotion:** The promotions (regular or adhoc, to the rank of AD) will entail a change in station in the following conditions:
(a) That there is no vacancy in the promotional post in the present station; or
(b) The officer concerned has already stayed in the same station for the Normal tenure prescribed in paragraph 3.

7. **Officers returning from deputation/ long leave/ long-term training etc.** An officer returning from deputation, long leave/ long-term training will be posted back to the same station she/he last served for the balance period of the tenure prescribed for the grade subject to availability of a vacancy and subject to the condition that at least one year of balance tenure is left. In the absence of a vacancy in the last station, she / he will be posted to a new station.

Note: Period of leave/ training exceeding six months will be treated as long leave /long-term training for the purpose of posting. The tenure of ex-cadre posting, (long-term training /deputation) will be excluded from the tenure served at that station.

8. **Procedure for Annual Rotational Transfer:** Rotation Transfer will be carried out on an annual basis. The following procedures will be followed:


(a) An officer due for transfer shall apply online through Employee Corner giving three choices for posting station between 15th January to 15th February every year. Exercising option does not guarantee posting in the choice station which would be subject to feasibility and administrative exigencies. If an officer due for transfer as per tenure policy does not apply for transfer, he /she may also be transferred as decided by the Committee on Transfer in paragraph 9.

(b) Applications for transfers, including those cases where employees are due for transfer but have not applied for transfer, shall be placed before the Committee by 7th April of every year after which the Committee shall meet to decide the cases.

(c) DG(T) shall be the Competent Authority to decide transfers of officers.

(d) All transfer orders shall be issued between 15th April to 15th May every year. All transfer orders shall be placed in the employees' corner and no physical copies shall be issued for the purpose. All transferred officers shall join the new station of posting on or before 1st June.

(e) **Procedure for relieving transferred officer:** All officers for whom the transfer orders have been issued must hand over the charge to her / his successor or to the senior most officer at the station along with details of cash (DDO/cashier), stores, physical files, e-files, relevant emails, equipment issued for which she/he was in charge, along with keys of room (s), almirahs, drawers, etc. within seven (7) days failing which the Last Pay Certificate shall not be issued. If the officer concerned has not returned any equipment issued to


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her/him, the same should be reflected in the order of relieving and endorsed to the Director at the new station of posting.

9. Composition of the Committee on Transfer

DG /AS DGT	Chairperson
DDG, DGT	Member
Director CFI, DGT(Hq)	Member

Note: Secretarial support to the Committee shall be provided by the Establishment Section of the DGT.

10. Powers Delegated to RDs, RDSDEs: Keeping in view the functional needs and exigencies of the work, Regional Directors (RDs) are empowered to post Training Officers, excluding those involved in teaching / training, within the state between RDSDEs and NSTIs located in the same city for a short period, and a report thereof shall be furnished to DGT immediately giving justification thereof.

11. Residuary jurisdiction and powers to relax: All transfers not covered under this, including transfers on administrative grounds, as well as any transfer order issued outside 15th April to 15th May window will be decided with the prior approval of Secretary, MSDE.

Copy to: All Officers



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