

No.J-11011/49/2020-NTH  
Government of India  
Ministry of Consumer Affairs, Food and Public Distribution  
[Department of Consumer Affairs]  
Gallery No. 12/2, Jamnagar House, Shahjahan Road

Dated: 29th September, 2021

OFFICE MEMORANDUM

01/10/2021

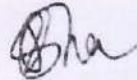
**Subject: Transfer/Posting Policy of National Test House (NTH)**

The undersigned is directed to refer to this Department Office Memorandum No. NTH's letter No. A-22020/01/2016-NTH dated 04th August, 2020 on the subject captioned above and to state that after observation and implementation of the Transfer/Posting Policy, it has been decided to make the following amendments in the Transfer/Posting Policy formulated in respect of National Test House with a view to bringing the uniformity in Transfer/Posting for both Scientific and Administrative Cadres and would also bring some clauses in line with other Central/State Government Transfer Policy:-

Existing provision	Amended provision
<b>Short Title:-</b> This OM may be called as 'Guidelines for Transfer/Posting of Directors, Scientists, Scientific Officers, Scientific Assistants, Administrative Officers and Office Superintendents in the National Test House.	<b>Short Title:-</b> "This OM may be called as 'Guidelines for Transfer/Posting of Directors, Scientists, Scientific Officers, Scientific Assistants, Administrative Officers and Office Superintendents and equivalent posts in the National Test House'.
<b>Cumulative Tenure:-</b> (Clause 8) The total cumulative tenure of any officer at the same station during his/her entire service in NTH shall not exceed 10 (Ten) years. An officer shall become liable to be transferred after completing cumulative tenure 10 (Ten) Years at one station. No officer shall be transferred/posted at a station where he/she has already completed cumulative tenure of 10 years.	<b>Cumulative Tenure:-</b> (Clause 8) – Deleted
<b>Transfer/posting of spouse:-</b> (Clause 10 (c)) Transfer/Posting of Husband and Wife both working in NTH can be considered at the same station, laboratory subject to availability of vacancies in their respective cadres/levels at the place of posting desired.	Clause 10 ( c):- Transfer/Posting of Husband and Wife both working in NTH and other Central and State Offices at the same station can be considered at the same station, laboratory subject to availability of vacancies in their respective cadres/levels at the place of posting desired.

<p><b>Transfer on Request:-</b> (Clause 11) Request from Officers/Officials having only 1 (One) year or less service before retirement will, as far as possible, be acceded to for transfer/posting at the station of his choice even on promotion or otherwise, barring exception, at discretion of the competent authority, subject to availability of a vacancy and compliance of instructions of Government on the subject.</p>	<p><b>Transfer on Request:</b> (Clause 11) Request from officers/officials having only 2 (two) years or less service before retirement will, as far as possible, be acceded to for transfer/posting at the same station of his choice even on promotion or otherwise, barring exception, at discretion of the competent authority, subject to availability of vacancy and compliance of instructions of Government on the subject.</p>
<p><b>Mutual Transfer:-</b> (Clause 12 (a) Both of the officers applying for mutual transfer should have completed not less than uninterrupted tenure of three years on the post at the same station.</p>	<p>Clause 12 (a):- Both of the officers applying for mutual transfer should have completed not less than uninterrupted tenure of two years on the post at the same station.</p>

2. Other existing provisions in the Transfer/Posting Policy will remain the same
3. This issues with the approval of Secretary (CA).



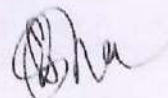
(P. S. Thakur)

Under Secretary to the Govt. of India  
Email- ps.thakur@nic.in

To  
The Director General, National Test House, Block CP, Sector-V, Salt-lake, Kolkata-700091.

Copy to:-

1. PSO to Secretary, Department of Consumer Affairs, Krishi Bhawan, New Delhi.
2. PPS to Additional Secretary, Department of Consumer Affairs, Krishi Bhawan, New Delhi.
3. PS to Joint Secretary (VM), Department of Consumer Affairs, Krishi Bhawan, New Delhi.
4. Director (Vigilance)/Deputy Secretary (Estt/GA), Department of Consumer Affairs, Krishi Bhawan, New Delhi)



(P. S. Thakur)

Under Secretary to the Govt. of India  
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F.No.A-22020/01/2016-NTH  
Government of India  
Ministry of Consumer Affairs, Food and Public Distribution  
Department of Consumer Affairs  
12/2, Shahjahan Road, Jam Nagar House New Delhi

Dated: 04<sup>th</sup> August, 2020

OFFICE MEMORANDUM

**Subject:** Transfer/Posting Policy of Posting of Directors, Scientists, Scientific Officers, Scientific Assistants, Administrative Officers and Office Superintendents in National Test House.

The Transfer/Posting Policy for Directors, Scientists, Scientific Officers, Scientific Assistants, Administrative Officers and Office Superintendents in the National Test House has been formulated.


**The salient features of transfer / posting policy are as under:-**

1. **Short Title:** This OM may be called as 'Guidelines for Transfer/Posting of Directors, Scientists, Scientific Officers, Scientific Assistants, Administrative Officers and Office Superintendents in the National Test House.

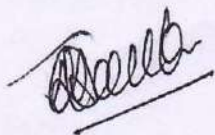
2. **Objective of the Transfer/Posting Policy:**

- (a) To imparting greater transparency and minimising discretion so as to ensure efficiency of merit and honesty in the matter of transfers and postings.
- (b) To prepare an officer for taking up higher responsibility by affording him/her an opportunity to acquire insight into the functions and complexities / problems of multiple activities of NTH through actual work experience and job rotation.
- (c) To provide relief from weariness arising due to placement in the same station for a number of years and thereby adding to the general efficiency and productivity of the organization.
- (d) To ensure continuity of the management and systematic succession planning for key posts in the middle and senior management level.
- (e) To ensure rotational transfer from sensitive posts/areas to non-sensitive posts.

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3. **Family:** Wife, Children including legally adopted children, step children and dependent parents. This also includes the family as defined vide Min. of Health and FW OM No. S-14025/29/89-MS dated 5.6.1990 and OM No. 4-24/96-C&P-CGHS (P) dated 31.05.2007.
4. **Permanent Employee's spouse (working in Government of India/State Governments/Government of India PSUs):** This means spouse who is a paid employee in any Government/Public Sector Undertakings and Government's organizations and not a self-employed spouse, working in permanent capacity.
5. **Station:** For the purpose of transfer/posting policy following cities shall constitute Station as place of duty:  
(i) Kolkata (NTH-ER, Salt Lake; NTH-ER Alipore and NTH HQrs)  
(ii) Mumbai (NTH-WR)  
(iii) Chennai (NTH-SR)  
(iv) Ghaziabad (NTH-NR and Jamnagar House, Delhi)  
(v) Jaipur (NTH-NWR)  
(vi) Guwahati (NTH- NER)
6. **Home Station:** Home Town or a station, nearest to officer's declared Home Town as declared/mentioned in the service book and in its absence a station in his/ her state, where Laboratory i.e. Regional Office of NTH is located.
7. **Single Tenure:** An officer shall become liable to be transferred after continuous stay at a station for a maximum period of 5 (Five) years, inclusive of the period of service rendered in the lower grade, if any, in the same station.
8. **Cumulative Tenure:** The total cumulative tenure of any officer at the same station during his/her entire service in NTH shall not exceed 10 (Ten) years. An officer shall become liable to be transferred after completing cumulative tenure of 10(Ten) years at one station. No officer shall be transferred/posted at a station where he/she has already completed cumulative tenure of 10 years.



9. **Choice Station:** Request of an officer for transfer to a station of his choice, not necessarily his home town, on completion of fixed tenure of 2/3 years at Guwahati, as applicable in the instructions contained in the DOP&T's OM's and Ministry of Finance's OM No. 20014/2/83-E. IV dated 14.12.1983 shall be followed strictly regarding the tenure rules and posting to a station of the employee's choice.

10. **Categories of Transfers:**

a. **Normal Transfer:** Normal Transfer shall take place in the month of March every year to safeguard educational interests of children of the officer. Transfer on completion of single/cumulative tenure shall be termed Normal Transfer. An officer shall become liable for Normal Transfer on completion of single tenure of 5 (Five) years or a cumulative tenure of 10 (Ten) years at a station (inclusive of service rendered in the lower grade, if any, at the same station) on the cut - off date i.e. 1<sup>st</sup> March. The officer may submit his preference of stations within 15 days prior to the cut-off date i.e. 1<sup>st</sup> March. The preference of stations submitted by the officer, if any, shall be considered in order of seniority of the officer on the present post.

b. **Exigent Transfer/Transfer in Public Interest:** Notwithstanding any provision of the Transfer/Posting policy, the Officers of NTH are liable to be transferred at any time to any Laboratory/Regional office by Competent Authority on administrative grounds in public interest (i.e. functional needs or any other extraordinary reason in public interest). Reason for such transfer shall be recorded in writing and prior approval of Secretary (CA) shall be obtained before issue of such transfer order.

c. **Transfer/posting of spouse:** Transfer/Posting of Husband and Wife both working in NTH can be considered at the same station, laboratory subject to availability of vacancies in their respective cadres/levels at the place of posting desired.

d. **Transfer on Compassionate Grounds:**

- i) Other things remaining the same, while considering transfers on compassionate ground, preference would be given to those who have:-
  - a) Special need of physically challenged children/employee

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b) **Medical emergency:** Request for medical emergency should be accompanied by medical reports from Government medical authorities and can be for self/family members.

c) School- going children, especially those studying in classes 10 and 12, and

d) Those who wish to construct their first own house at the station sought for posting on the plot already purchased and such other relevant factors. Postings/Transfers on compassionate grounds for construction of house can only be considered by the Transfer Placement Committee once in the full service tenure of an employee. The time frame for this is only upto 1 year prior to the date of superannuation.

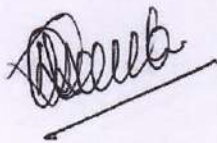
ii) Requests for transfer on compassionate grounds will not be entertained unless the officer has completed 3 years at the station of his posting; 2 years in case of posting at a station in North Eastern Region.

iii) Transfer on compassionate ground will be subject to availability of vacancies and other administrative exigencies and will not be claimed as a matter of right.

11. **Transfer on Request:** Request from Officers/Officials having only 1 (one) year or less service before retirement will, as far as possible, be acceded to for transfer/posting at the station of his choice even on promotion or otherwise, barring exception, at discretion of the competent authority, subject to availability of a vacancy and compliance of instructions of Government on the subject.

12. **Mutual Transfer:** Request for mutual transfer of an officer may be considered by the competent authority subject to the following conditions:

- (a) Both of the officers applying for mutual transfer should have completed not less than uninterrupted tenure of three years on the post at the same station;
- (b) The request has been recommended by the Head of the Regional Office concerned or the Head of the Department of NTH as the case may be.
- (c) The officers concerned should be clear from vigilance angle.
- (d) Requests for mutual transfers will be considered on case-to- case basis keeping functional considerations in mind.
- (e) Tenure on mutual transfer in the new station/Regional Office will be counted afresh for further transfer.



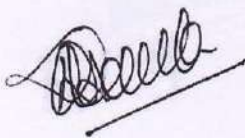
13. **Differently abled officers:** Physically challenged persons suffer from a range of problems on account of mobility. There may be many peculiar issues viz., the location of public transport availability near their office, the area where they reside and the conveyance they are using to reach office etc., which may have a bearing on the performance of their official duties. Although these are minor issues for persons without disability, these can have a huge effect on the day to day activities of a disabled person. Requests from differently abled officers will therefore be considered for posting on case-to-case basis.

14. **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 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/Regional Office served, he will be allowed to exercise option for posting treating the last served station/Regional Office as his current station. On expiry of the retention for the balance tenure, the officer will be transferred on the annual rotational transfer.

14.1 Period of leave/training exceeding six months will be treated as long leave/ long term training for the purpose of posting under transfer/ posting policy.

15. **Posting to the station/Regional Office earlier worked:** An officer who is to be transferred out on promotion from the current station/Regional Office on completion of prescribed tenure or for want of a vacancy of the promotional post as the case may be, and on transfer may also be allowed option for posting in station/Regional Office where he earlier served subject to the conditions that there is a gap of period not less than single tenure (5 years) prescribed for the post and the condition that cumulative tenure at that station has not exceeded 10 years.

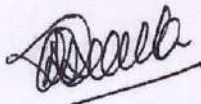
16. **Relaxation for officers having obtained specialised training from abroad:** The Scientist who has been imparted training at a foreign country for operation of a specialized equipment shall get relaxation of maximum one year from the date of completion of training. The Director/ Scientist Incharge shall be responsible for imparting in-house training to at least two scientists on the operation of the specialized machine, within a period of one year from the date of its installation, in order to fill up gap arising out of execution of this transfer policy. The scientist who has obtained training abroad can be used as a trainer for imparting in-house training.



17. Preference of posting:

- (a) Posting on promotion/transfer shall be made against available vacancies. Preferences for posting on promotion shall be accommodated as far as possible within the available vacancies and in the order of seniority.
- (b) Posting on promotion/transfer will be recommended by a Transfer/Placement Committee and its recommendations will be approved by the Competent Authority.
- (c) The Transfer/Placement Committee will recommend posting of officers either on promotion or under normal transfer keeping in view relevant factors viz. vacancies, seniority, preference for posting, past experience, specialized training done, etc. In case of isolated postings involving few officers returning from long leave, long terms training, and repatriation from deputation etc. approval of the Competent Authority will be obtained without the Transfer/Placement Committee procedure to avoid delay in posting of officers.
- (d) The transfer cases of single tenure exceeding 5 years shall take precedence over the transfer cases of cumulative tenure exceeding 10 years. Transfer Cases of officers covered under the provision of Cumulative Tenure shall be taken up after clearing the Transfer Cases covered under the provision of Single Tenure.
- (e) Notwithstanding the provision of the cut-off date stipulated for normal transfer, all officers who have completed single tenure of more than 15 (Fifteen) years at one station (inclusive of service rendered in the lower grade, if any, at the same station) shall be transferred within three months of issue of this Office Memorandum.

18. Leave Vacancy: Substitute officer will be posted in case of leave vacancy exceeding six months; however, this will be subject to availability of officers for posting.





19. Cut off date and tentative schedule of transfer

- (a) The cut-off date for calculating the period of residency in a Laboratory/Regional Office will be 1<sup>st</sup> March of the year in which transfer is carried out. The cut off date has been fixed as 1<sup>st</sup> March to facilitate admission of school going children at the new place of posting as most of the school education boards start their academic session from April. An officer for being covered under transfer policy should have completed prescribed tenure as on this date of 1<sup>st</sup> March.
- (b) The transfer/posting under these guidelines in each grade will be undertaken in the month of March every year. Transfer requests shall be considered along with the regular annual rotational transfer. Such requests may be submitted to the respective Regional Heads before 1<sup>st</sup> March. Transfer requests received after 1<sup>st</sup> March of the said year will be considered in the next year.

20. **Constitution of Transfer/Posting Committee (Upto Group "B" Gazetted Officers- Level 9 and below in the Pay Matrix)) comprising of:**

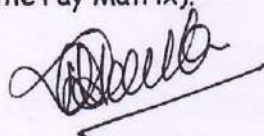
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| (i) Senior most Director, National Test House     | - | Chairman         |
| (ii) Senior most Scientist-D, National Test House | - | Member           |
| (iii) Administrative Officer (HQ)                 | - | Member Secretary |

Director General, National Test House shall be the approving authority for all transfer posting orders of Group B Gazetted officers (Level 9 and below in the Pay Matrix).

21. **Constitution of Transfer/Posting Committee (Group "A" Gazetted- Level 10 and above in the Pay Matrix)) comprising of:**

- |  |   |                  |
|--|---|------------------|
| (i) Joint Secretary, Department of Consumer Affairs (DoCA) | - | Chairman         |
| (ii) Director General, National Test House                 | - | Member           |
| (iii) Director/Deputy Secretary (NTH), DoCA                | - | Member           |
| (iv) US/ Deputy Director (NTH), DoCA                       | - | Member Secretary |

Secretary, Department of Consumer Affairs shall be the approving authority for all transfer posting orders of Group-A Gazetted Officers (Level 10 and above in the Pay Matrix).

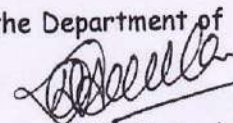


**22. General Provisions & Procedure:**

- a) The Transfer/Posting Committee (TPC) shall give its recommendation along with due reasons/ justifications for the same, indicating clearly whether the recommendations are in accordance with guidelines issued by Department of Consumer Affairs from time to time.
- b) Each recommendation should be accompanied with complete past and present posting record of the officer concerned.
- c) Request transfer cases not recommended by the Committee would also be sent to the competent authority i.e., DG (NTH)/Secretary (CA), as applicable, along with reasons thereof.
- (d) Officer on rotational transfer will be entitled to all the transfer benefits under government rules. An officer transferred on his own request will not be entitled for any transfer benefits.
- (e) An officer who brings in any external pressure or influence to bear upon the Management in respect of matters relating to his/her transfer/posting would be considered as misconduct under the CCS (Conduct) Rules, 1964.
- (f) Notwithstanding anything contained in these transfer/posting policy, transfer from any particular station / to any particular station cannot be claimed as a matter or right. Transfers/ posting are the prerogative of the competent authority in the NTH/ Department of Consumer Affairs.
- (g) An officer against whom, disciplinary proceedings has been initiated should not normally be posted or remain posted at the station where the cause of vigilance proceeding originated. Transfer of officers on the ground of disciplinary proceedings shall be carried out only with the approval of Secretary, Consumer Affairs. The restrictions will remain in operation till such time the vigilance matter is not closed.
- (h) CVC guidelines for sensitive postings should be followed in the organisation.

This transfer/posting policy shall come into force with immediate effect.

This issues with the approval of the competent authority in the Department of Consumer Affairs.



(D.K. Sonker)  
Deputy Director

To,

The Director General, National Test House, Block CP, Sector-V, Salt Lake,  
Kolkata-700091

contd: -9/-

Copy to:

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(D.K. Sonker)  
Deputy Director