



MUNICIPAL CORPORATION OF DELHI  
CENTRAL ESTABLISHMENT DEPARTMENT  
22<sup>nd</sup> FLOOR, E-1 BLOCK, DR. SHYAMA PRASAD MUKHERJEE CIVIC  
CENTRE  
JAWAHARLAL NEHRU MARG, NEW DELHI-110 002

No.AO/CED/MCD/2022/ 1026

Dated: 27/07/2022

CIRCULAR

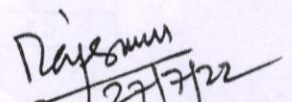
**Subject: Transfer and Posting Policy in respect of All Cadre Posts of Municipal Corporation of Delhi.**

Instructions have been issued by the Central Vigilance Commission, DoPT and office of Hon'ble Lt. Governor, GNCTD for effecting rotational transfer policy of officer/official posted on sensitive posts from time to time. Therefore, in supersession of all earlier orders issued in this regard, the following guidelines are issued for transfer and posting of officer/official of Municipal Corporation of Delhi with immediate effect:-

- (i) Maximum tenure of an officer/official will be three (03) years in sensitive departments whereas in non-sensitive departments, the tenure will be five (05) years, which can be extended on the request of incumbent provided such retention does not prejudice the interest of the organization/department. Transfer of officer/official upon completion of specified tenure shall also be ordered on regular intervals as per requirement of work. The list of sensitive/ non-sensitive departments are annexed as *Annexure-I*.
- (ii) In case, an officer/ official is posted at two or more sensitive posts without observing cooling-off period of three years between such posting(s), period of postings of such official at all of such sensitive posts should be combined for the purpose of calculation of 3 years period for rotation of such officer/official.
- (iii) Transfer order for any officer/official is to be implemented within three working days positively, failing which the officer/official will be 'Stand Relieved' in respect of centralized category officer/ official. This practice will also be followed by the concerned department in respect of officer/official of other category.
- (iv) Neither any department shall relieve any official as substitute in lieu of transferred official nor any transfer/posting will be made in other department/office in diverted capacity, at their end. Posting of official under diverted capacity in any other Departments will be allowed only with the approval of CED for the centralized cadre posts. This practice will also be followed by the concerned department in respect of officers/officials of other category.
- (v) In case any officer/official shows indiscipline or his/her performance is not up-to-mark, then the Controlling Officer instead of relieving on administrative ground should take disciplinary action against the erring official(s).
- (vi) Posting of any officer/ official going to superannuate within six months will not be covered under Rotational Transfer and posting of promoted officer/ official going to superannuate within six months will be made in his/her own department, subject to vacant post in the said department/office only.
- (vii) Preference for Posting: Transfer of officer/official can be made through duly filled 'Form for request of Transfer', which is available on MCD Website. CED is at liberty to post any official in any department as per administrative convenience.
- (viii) Request for mutual transfer of officers on completion of the tenure is to be considered.
- (ix) Posting of differently able officers/officials will be considered on case-to-case basis. Request of officers/officials may also be considered in case he/she is suffering from critical medical conditions/ chronic illness.

The above said instructions shall be followed strictly by all the concerned.

This issues with the approval of the Competent Authority.

  
(RAJEEV KUMAR)  
DIRECTOR (PERSONNEL)

**Distributions:**

1. All Addl. Commissioners
2. All DCs/HODs /CVO/CLO / *Through mail*
3. Director (IT) –to upload it on MCD Website and to make a provision of online request of transfer/postings in software of MCD as per requirement of the above-said policy.
4. Office Copy/Guard File

**Copy for information to:**

1. PS to Special Officer – for kind information of Special Officer, MCD
2. PS to Commissioner – for kind information of Commissioner, MCD

**Zone-I****(Name of Regulatory/Non-Sensitive Departments)****[Maximum continuous tenure: 5 years**

Sl. No.	Name of the Department/Offices
1.	Personal Cell of the Commissioner/Addl. Commissioner/Deputy Commissioner
2.	DEMS*
3.	ADC (HQ) including Care-Taker*.
4.	Horticulture Department*
5.	Hospital Administration*
6.	Directorate of Inquiries
7.	Central Establishment Department
8.	Printing & Stationary*
9.	Labour Welfare
10.	Architecture Department
11.	Town Planning Deptt.
12.	Auto Workshops*
13.	O&M
14.	Press & Information*
15.	Municipal Secretary Office*
16.	C&C Deptt.
17.	Language
18.	Community Services*
19.	Education Department*
20.	Budget and P&M sections of Finance Department

\*Note: HoDs will ensure that the officers/officials of the abovesaid departments/offices shall not be posted for more than 3 years in the same seat of Purchasing and tendering.

**Zone-II****(Name of Economic, Infrastructure and Revenue Departments/Sensitive Departments)****[Maximum continuous tenure: 3 years**

Sl. No.	Name of the Department/Offices
1.	Finance/Accounts Department (all wings including audit and except Budget and P&M Sections)
2.	Factory Licensing Department
3.	Engineering Department (all wings)
4.	Remunerative Project Cell
5.	General Branch
6.	Central Licensing & Enforcement Cell
7.	Advertisement Department
8.	Assessment & Collection Deptt.
9.	Veterinary Services Department
10.	Vigilance Department
11.	Central Uniform Cell & Hackney Carriage
12.	Land & Estate Deptt.
13.	Public Health Department
14.	All other departments not mentioned in list of Zone-I Departments above.

### Online form for request of Transfer:

Name of Cadre Controlling Department of the Officer/Official \_\_\_\_\_.

1. Name of employees: \_\_\_\_\_
2. Father's Name/Husband's Name : \_\_\_\_\_
3. Date of Birth: \_\_\_\_\_
4. Biometric ID: \_\_\_\_\_
5. E-mail ID: \_\_\_\_\_
6. Mobile No.: \_\_\_\_\_
7. Residential Address: \_\_\_\_\_
8. Details regarding present place of posting (if on diverted capacity the same may also be mentioned):

Sl. No.	Name of Department	Date of joining in the present department	Total period spent in the present department (cut off date 1 <sup>st</sup> April)

9. Details of last three postings:

Sl. No.	Department	Head Quarter/Zones	Period of posting	
			From	To
1.				
2.				
3.				

10. Preference for new posting:

Sl. No.	Preference	Name of Department	(HQ)/Zones
1.	1 <sup>st</sup>		
2.	2 <sup>nd</sup>		
3.	3 <sup>rd</sup>		

11. Reason for request of transfer (not more than in 100 words):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Declaration of the Official:**

I, \_\_\_\_\_ hereby declared that the above-said information is correct in all respect.

**Name of the Employees**  
BMID No. \_\_\_\_\_