

SOUTH DELHI MUNICIPAL CORPORATION
Central Establishment Department

22nd Floor, Dr. S.P. Mukherjee Civic Centre
J.L. Nehru Marg, New Delhi-110002



No.AO(Estt.)/CED/DA-II/SDMC/2020/1153

Dated: 19.10.2020

OFFICE MEMORANDUM

Subject: Transfer Policy in respect of Centralised Cadre Posts in South Delhi Municipal Corporation.

I am directed to refer to the CED's Circular No. AO(Estt.)CED/DA-II/SDMC/234 dated 11.05.2017 on the above subject (Copy enclosed). The same is hereby once again reiterated and circulated for information and scrupulous compliance.

2. This issue with the approval of the Competent Authority

[Handwritten signature]
19/11/2020

Administrative Officer (Estt.)

All Cadre Controlling Authority, SDMC / *Dir (IT)*

0
23/11

Copy to:-

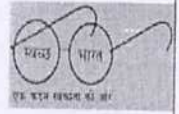
1. All Addl. Commissioners for information please.
2. PS to Commissioner for information of worthy Commissioner please.
3. PS to CVO for information of CVO please.
4. Director (IT) with request to upload on SDMC website.
5. Office copy/Guard File.

ACTT USM
AO/IT
24/11/20

JAO
Rumar
PMS 24/11/2020



**SOUTH DELHI MUNICIPAL CORPORATION
CENTRAL ESTABLISHMENT DEPARTMENT
22nd FLOOR, DR.S.P.MUKHERJEE CIVIC CENTRE
J.L.NEHRU MARG, NEW DELHI - 110002**



No. AO(Estt.)CED/DA-II/SDMC/ 234

Date: 11.05.2017

CIRCULAR

**Subject:- Transfer and Posting policy in respect of Centralized Cadre Posts
South Delhi Municipal Corporation- Regarding**

The cadre management of centralized cadre posts in SDMC is looked after by Central Establishment Department. CED provides a permanent bureaucratic set up in all administrative department of SDMC. There is No Rotational Transfer Policy for Centralized Cadre since a long time or since inception of SDMC. For overall growth of an officer exposure to different organizational orders and aspects of working of the different functions Municipal Govt. is very important. Rotational Transfer Policy aims to harmonize these seemingly opposite objectives with one another by prescribing a fixed tenure in a department. Formulation of transfer and posting policy may be very fruitful in the interest of SDMC to avoid corrupt practices and also to avoid vested interest of an employees on a particular post.

2. The basic purpose behind the formulation and consequent implementation of such a policy is that if an official continues on a particular post for a long period, he/she is likely to develop vested interests in the department and is not able to perform his/her duties fairly and conscientiously. Not only that transfer from one post to another, after a reasonable stay gives an opportunity to the official to have wider experience of organization functioning and provide the necessary exposure. Time to time, several instructions have been issued by the Central Vigilance Commission and DoPT for effecting rotational transfer of officials posting on sensitive posts. For maintaining a proper transparency, decorum and uniformity in transfer and posting, following guidelines are issued to make a policy for transfer and posting of officials of South Delhi Municipal Corporation, in future:-

(i) In a department, maximum tenure of an officer/official will be three years in sensitive department. Whereas, in non-sensitive departments, the tenure will be five years, which can be extended on the request of incumbent provided such retention does not prejudice the interest of the organization/department. Transfers of the officials upon completion of specified tenure shall also be ordered on regular interval as per requirement of work. The policy in respect fo transfer from sensitive/non-sensitive department will not be applicable in the case of any official going to retire within six months.

(ii) As far as possible, the exercise for general transfer of the staff should be initiated on closing of financial year with fortnight i.e. upto 15th April of each year. The month of April has been suggested for initiating general transfer in view of the fact that financial year commence from 1st April and the estimates of revenue and expenditure as well as other targets etc. are prepared/fixed on annual basis in the beginning of the year. If the transfer, are initiated and carried out in the month of April and completed by 15th of may, then there would not be any dislocation of work and the departments/officials will be able to achieve the target assigned to them by the competent/controlling authority.

(iii) Transfer of any officials duly approved by the competent authority will be implemented within fort-night positively, failing which 'Stand Relieved' orders will be issued with the approval of Director(Personnel) i.e. CED, issuing a copy of order to the competent authority, thereof, to the concerned Accounts Authority to stop the salary of concerned officer/official immediately.

(iv) Retention of officials or cancellation of transfer order will be pursued for approval of competent authority only on receipt of recommendation of concerned HOD mentioning specific reason/request for such retention of official and availability of post in the department.

20/c

(v) Neither any department shall relieve any official as substitute of transferred official nor any transfer/posting will be made in other department/office on diverted capacity, at their end.

(vi) No department will relieve any officials on administrative grounds. In case any officer/official shows indiscipline or his/her performance, is not up-to mark then the Controlling Officer instead of reliving on administrative ground should take disciplinary action against the erring official(s).

(vii) Posting of official on promotion will be made in other department only. However, if any promoted official is posted for less than one year period in the department, then request of department duly recommended/approved by the HOD for retention of such promoted official will be considered on vacancy of said post in the department, only after approval of competent authority.

(viii) Posting of any promoted officials going to retire within next six months will be made in his/her own department, subject to vacant post in the said department/office only.

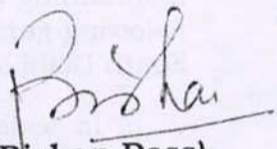
(ix) The above said instructions shall be followed strictly by all the concerned, however, in exceptional circumstances, the restriction regarding tenure may be dispensed with only when there are some serious administrative grounds, health reasons or other compelling factors.

(x) The present practice of disbursement of salary by Internal arrangement against the equivalent vacant posts shall be discontinued and not allowed in future except with the prior approval of the Competent Authority.

(xi) The present system of posting practice on diverted capacity shall also be discontinued and the officer will work only in the deponent where he/she has been practical with specific orders.

This issues with the approval of the Competent Authority.

Enclosure: As above

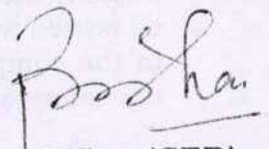

(Bishan Dass)
Administrative Officer (CED)
Administrative Officer
Central Establishment Department
South Delhi Municipal Corporation

To:-

1. Commissioner, South DMC.
2. All Additional Commissioners.
3. CVO, SDMC, the list of Sensitive/Non-Sensitive departments may be perused and discrepancy, if any, with regard to identification of Sensitive/Non-Sensitive department may be brought to the notice of this department immediately.
4. All Head of Departments, South DMC.
5. Director (Personnel), South DMC.
6. Director (IT) for uploading the same on the website of SDMC.

Copy for information to:-

1. Hon'ble Mayor, South DMC.
2. Hon'ble Deputy Mayor, South DMC.
3. Chairman Standing Committee, South DMC.
4. Leader of Opposition, South DMC.


Administrative Officer (CED)
Administrative Officer
Central Establishment Department
South Delhi Municipal Corporation

19)C


ANNEXURE-1

(A) NON -SENSITIVE DEPARTMENTS

- 1 Personal Cell of the Commissioner/Addl. Commissioners/Deputy Commissioners.
- 2 Finance Department Budget, Audit, PF
- 3 Office of ADC(HQ) including Central Office , Caretaker, APRO except purchase and tendering
- 4 Engineering Department (HQ) including Planning, Elect, and HMPs
- 5 EMS Department including HQ and Zones except its Divisions
- 6 Horticulture Departments (except purchases & tendering)
- 7 Hospital Administration Department-except purchases & tendering
- 8 Directorate of Inquiries
- 9 Controlling-Printing & Stationery (Except Purchases)
- 10 Finance-P&M Department
- 11 Labour Welfare department
- 12 Auto Workshops
- 13 Architecture Department
- 14 D.M.C. Appellate Tribunal
- 15 Election Office
- 16 Law Department
- 17 O&M Department
- 18 Press & Information
- 19 Municipal Secretary's Office
- 20 C&C Section
- 21 Official Languages Section (Hindi, Urdu & Punjabi)
- 22 Town Planning Department
- 23 Community Services Department
- 24 Education Department (excluding purchases, Grant in Aid and MDM)
- 25 Central Establishment Department
- 26 Public Health Department except Health Trade & Licenses

(B) SENSITIVE DEPARTMENTS:-

1. Factory Licensing Department
2. Engineering & DEMS Divisions and Tech. Laboratory
3. Land & Estate Department (including Public Premises)
4. Remunerative Projects Cell
5. Advertisement Department
6. Assessment & Collection Department
7. Building, Maintenance & Works Divisions of Engg. Department
8. Veterinary Services Department
9. Licensing & General Braches in Zones
10. Vigilance Department
11. Central Licensing & Enforcement Cell
12. Education Department Purchases, Grant in Aid and MDM
13. Purchases in Printing & Stationery Department
14. Hospital Administration Department -purchases and tendering
15. Public Health Department - Health Trade & Licenses
16. Horticulture Departments -purchases & tendering
17. Finance Department F&G, PF, Pension, G.I.S. Advances, Central Treasury and Zonal Accounts
18. Central Uniform Cell & Hackney Carriage
19. CSD-Old Age Pension, Grant in Aid
20. Office of ADC(HQ)-Purchase and Tendering


Assistant Commissioner(Estt.)

B. P. BHARDWAJ



Assistant Commissioner (Estt.)