Annexure – I

3/C

TEXTILES COMMITTEE
(Government of India, Ministry of Textiles)
P. Balu Road, Prabhadevi Chowk
Prabhadevi, Mumbai - 400 025

No. 28(1)/2017-AD

Date: 26.06.2019

OFFICE ORDER

Sub: Transfer Policy in respect of Technical Officers/Officials of the Textiles Committee.

The transfer policy in respect of the Technical Officers/ Officials of Organization of the Textiles Committee shall be as under:

1. The normal tenure of Technical Officers/ Officials of the Regional Offices of Textiles Committee in any particular station will be 5 years and 10 years in the designated zone as at **Annexure-I.**

2. A minimum of 5 years service in whole of tenure is essential at the Head Quarter in Mumbai.

3. The Officers/Officials working in sensitive posts will be rotated every 3 years as per instructions of Central Vigilance Commission.

4. Request transfer will be considered only on compelling grounds after completion of 2 (two) years in the new station.

5. Any officer / official who have 2 years of service to retire, he/she will not ordinarily be covered under rotation transfers, unless he/she opts for [illegible]

8. When transfer is effected on request of the employee, he/she will not be eligible for TA/joining time irrespective of the duration of the stay at the place of posting.

9. While considering transfer, inter-alia, following yardsticks will be taken into consideration

1. Duration of stay at one regional office & zone.
2. Performance
3. Complaints, if any, against official
4. Staff position viz shortage and excess staff in concerned section/RO
5. Administrative Exigencies
6. Requirement of knowledge of local / regional language.

10. "Tenure" indicates the maximum duration of permissible stay. In exceptional cases if it is considered desirable in public interest and administrative exigencies, to retain/ to transfer any officer beyond/before the above prescribed tenure, such retention/transfer can be considered for reason to be recorded in writing.

11. As per Rule 20 of CCS(Conduct) Rules, 1964 duly adopted and covered under Textiles Committee Employees (Conduct, Discipline and Appeal) Regulations, 1998, no government servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the Government.

12. This is in supersession of Office Memorandum of even number dated 1st June 2017.

(Ajit B. Chavan)
Secretary

To:

1. All HOD at Hqrs.
2. Officer in charge of Regional Offices
3. All Sections at H.Q., Mumbai
4. Guard File
5. PA to Secretary

Annexure-I

Zone wise location of Headquarters / Regional Offices / Extension Counter of Textiles Committee

A. Headquarters: Mumbai

B. Zones:

Zone 1	1. Srinagar 2. Ludhiana 3. Panipat 4. Delhi - NCR
Zone 2	1. Jaipur 2. Ahmedabad 3. Surat 4. Mumbai – JNPT 5. Ichalkaranji
Zone 3	1. Kanpur 2. Varanasi 3. Kolkata 4. Bhubaneswar
Zone 4	1. Nagpur 2. Hyderabad 3. Indore 4. Solapur 5. Guntur
Zone 5	1. Chennai 2. Bangalore 3. Kannur 4. Cochin
Zone 6	1. Tirupur 2. Coimbatore 3. Madurai 4. Karur 5. Tuticorin