

Directorate General  
Central Industrial Security Force  
(Ministry of Home Affairs)

Block No.13, CGO Complex  
Lodhi Road, New Delhi- 110 003

Establishment Directorate

No. E-38011/1/2011/ Estt.II/ -37

Dated 12 January, 2012

CIRCULAR NO. Estt.II / O \ /2012

Subject: Guidelines for Posting/ Transfer (NGOs)

Reference this Directorate Circular No. 53/ 2011 issued vide letter No. E-38011/1/2011/ Estt.II/ 2752 dated 20.12.2011.

02. It has been observed by DG/ CISF during his visits to the Sectors/ Zonal Offices that a uniform pattern is not being followed in the Sectors and Zones regarding transfer and posting of NGO rank personnel. While in some Sectors, IsG are issuing transfer orders of all ranks till unit level, in others IsG are placing the personnel at the disposal of Zonal DIsG for further allocation of Units. This lack of uniformity is causing administrative inconvenience which is not conducive to the operational efficiency of the Force.

03. In order to streamline the system, the following guidelines are issued:-

- a) The posting of Inspectors to the units will be issued by Inspector General of the Sector.
- b) Sector IsG will place all ranks upto the level of Sub Inspectors at the disposal of Zonal DIsG and Plant DIsG as per operational needs.
- c) The posting of personnel upto the rank of Sub Inspector from one Zonal unit to any DIsG headed' unit or vice versa within the Sector will be issued by Sector IsG.
- d) Once the personnel from the rank of Constable (Trademan) Sub Inspectors are placed at the disposal of a Zonal DIG, their posting to the Units in that Zone will be issued by Zonal DIG.

Contd...P/2.

- e) Almost all Sectors have both Zonal and Plant DIsG. Therefore the CISF persons from the rank of Constable to SI given to a Plant will become due for transfer after a tenure of 3 years. They may go to another Plant in the same Sector or they may go to a Zone of that Sector. This exercise will have to be done by the Sector IsG. Therefore before annual transfers each year, Sector IG may hold a coordination meeting in which persons who have done or about to complete 3 years in a Plant have to be taken out, and given to other Plants or the Zone should be identified. While the exercise from a Plant to Plant would be simple, the Zonal DIG will have to be taken on board, because if certain number of persons are to be taken out of the Zone and are given to the Plant, they should be identified before hand and the Zonal DIG should not transfer them from one Unit to other Unit.
- f) In specific cases, Sector IsG may on requests made in request room or during inspection / visit or on administrative grounds issue posting/ transfer with respect of all ranks upto Inspectors.

04. The above mentioned guidelines may be strictly adhered to ensure uniformity in functioning of the Sector IsG & Zonal/ Plant DIsG offices.

05. This issues with the approval of DG/ CISF.

( S.B. Singh )  
Inspector General (HQ)

**Distribution:**

1. Special Director General/ Airport Sector
2. All Sector IsG, CISF
3. All Zonal/ Plant DIsG/ DIsG of GBS/DMRC/SSG
4. All DIsG of RTCs/ FSTI Hyderabad/ ZOWs
5. All Group Commandants/ Commandants/ Dy. Commandants
6. All Assistant Commandants/ OICs of CISF Units

**Internal:**

7. Director General, CISF : for kind information
8. Additional Director General : for kind information
9. IG (Admin) : for kind information
10. All DIsG of FHQ
11. All AIsG of FHQ
12. AD (Accounts)