

DIRECTORATE GENERAL  
CENTRAL INDUSTRIAL SECURITY FORCE  
(MINISTRY OF HOME AFFAIRS)

13, CGO Complex,  
Lodhi Road, New Delhi - 03

E-16011/Policy/2015/Pers.I/1022

Dated : 27.07.15

CISF CIRCULAR NO. 14/2015

Subject: **GUIDELINES FOR POSTING/TRANSFER OF  
GAZETTED OFFICERS IN CISF :**

1. **INTRODUCTION**

As per Section 15 of CISF Act 1968, every member of the Force shall, for the purpose of this Act, be considered to be always on duty and shall, at any time, be liable to be employed at any place within India.

In view of the administrative/operational requirements of the Force, the following guidelines are hereby issued regarding the posting/transfer of Gazetted Officers of CISF.

The tenure of postings prescribed in this Circular are only by way of guidelines and can be increased/curtailed on administrative/operational exigencies.

2. **SALIENT FEATURES**

- (i) Two separate Board of Officers will consider matters pertaining to the transfers and postings of Gazetted officers one from the rank of AC to DC and the other from Commandant & above of Executive/Fire/Ministerial/Medical & Civilian cadres and submit their recommendations to the Addl. Director General/Director General, as prescribed.
- (ii) All Annual transfer orders shall normally be issued by 1<sup>st</sup> of March.
- (iii) Notwithstanding anything contained in this Policy, the Director General may, if necessary in administrative/operational/public interest, transfer or post any officer to any station or post, at any time, without recommendation of the Board.

Contd..pg.2/

3. **POSTING TENURE**

Subject to the provisions mentioned in Para 1, the posting tenure in respect of Gazetted officers will be as under :-

(i) One hard area posting of 02 years (extendable by one more year) during the first 08 years of service as far as possible. However, one hard area tenure is mandatory during the entire service.

(ii) Hard areas for this purpose will include :

a) All Units of North East and J & K

b) CISF Units located at the following places :

1. CISF Unit, BIOM, Kirandul
2. CISF Unit, BIOM, Bacheli
3. CISF Unit, CCL Kargali (including personnel posted in CCL NK & Piprawar & excluding personnel posted in Ranchi).
4. CISF Unit, TTPS Lalpania
5. CISF Unit, MBR-KBR, Kiriburu
6. CISF Unit, Gua Ore Mines, Gua
7. CISF Unit, BLSM, Bhavanathpur
8. CISF Unit, NALCO Damanjodi
9. CISF Unit, BIOM Bolani
10. CISF Unit, Tensa Basua , out post of RSP Rourkela
11. CISF Unit, BRBNML, Salboni

No officer will be allowed more than 15 years total tenure in Home Zone in the entire service, including last 02 years in Home State/State of choice as far as possible. No officer would be allowed more than 2 consecutive tenures in his home zone. However, an officer will normally not be posted in home zone during the initial 8 years of service.

(iii) The normal period of posting at one station/unit (including SSG), shall be for 03 years extendable by another one year due to administrative/operational exigencies.

(iv) Any officer posted in Airport security will have a maximum tenure of 6 years in the Airport Sector. Other conditions of hard area, home zone/home state and normal tenure in a unit/station will, however, also apply to Airport Sector.

3.1 **CONDITIONS**

- (i) Directly recruited officers will not be posted to airport units in the initial 03 years.
- (ii) The duty performed in DAE/DOS/APS units shall be counted in the Zones in which the unit is located. For instance, a posting in DAE Kalpakkam shall be counted in South Zone.
- (iii) Irrespective of the tenure prescribed for Home Zone and out of Home Zone, no officer will be posted to Metros (Delhi, Mumbai, Kolkata, Chennai, Hyderabad & Bangalore) for more than 12 years in his/her entire service.
- (iv) In case of deputation outside CISF, the period of deputation will be counted as in Home Zone/Out of Home Zone depending upon where the person is physically deployed, e.g. for an officer belonging to South Zone, the period spent on deputation in Delhi will be treated as Out of Home Zone, but will be counted in his Home Zone if he is based in Chennai, while on deputation.
- (v) Officers who are repatriated/returned from UN Mission and deputation abroad will be posted to hard area if they have not completed their hard area tenure. Also, their entire tenure with UN Mission or deputation abroad in all cases will be treated as Home Zone tenure. On the other hand, while considering nominations to UN Mission and deputation abroad as well as to other organizations, preference will be given to those who have completed/served in hard areas.
- (vi) As in the case of tenure elsewhere, the tenure of posting in FHQrs/Sector/Zonal HQrs will be 03 years extendable by one year, subject to the condition that no officer will have more than 02 tenures at HQrs during his/her entire service. This will not be applicable to the officers from Ministerial cadre.

4. **POSTING TO HARD AREA:**

- (i) Officers who belong to a hard area (as mentioned at para 3 (ii)), when posted in their home state within the hard area will be considered as if in Home Zone and not hard area posting. Therefore, to complete their hard area tenure, they will be considered for hard areas away from their home state.

5. **POSTING TO DM BATTALIONS:**

- (i) The posting tenure to DM Bn shall be for 5 years.

6. **POSTING TO TRAINING INSTITUTIONS:**

- (i) The posting tenure at Training Institutions shall normally be for four years, extendable by one more year, on administrative/operational requirements. The total tenure for posting in Training institutions in the entire service shall normally not be for more than 10 years. However, any officer willing to continue in Training institutions may be allowed to continue, if it is in the interest of the Force.
- (ii) Officers who have completed their tenure in Training Institutions shall be given choice posting, subject to availability of vacancies and other administrative/operational exigencies.

7. **POSTING ON PROMOTION OF OFFICERS:**

- (i) As far as possible, an officer will not be retained in the same unit on promotion to the next rank.
- (ii) It shall be mandatory for an Assistant Commandant and Deputy Commandant to compulsorily serve for 02 years in the field area/unit (other than HQrs and Training Centres) to become eligible to be considered for promotion to Deputy Commandant and Commandant respectively. Hence, all direct recruits promotees, ex-army officers, optees, on initial appointment/promotion as AC and DC will be posted to a Field Unit only and not to a Training Centre including NISA and Zonal/Sector HQr.

8. **POSTING OF OFFICERS WHOSE SPOUSE IS SERVING IN CISF AND THOSE OFFICERS WHOSE SPOUSE IS WORKING OUTSIDE CISF**

- (i) Husband and wife serving in the Force may be considered for posting to the same station, subject to availability of vacancies, without disturbing the tenure of other officers and keeping in view other administrative/operational needs. They will, however, not be posted in the same unit, as far as possible.
- (ii) The posting tenure in one place/unit/station of the working couple shall normally be 03 years, extendable by 01 year.
- (iii) For posting of husband and wife at the same station where the husband/wife do not serve in CISF, the Govt. of India Policy on the subject shall be followed subject to availability of vacancies without disturbing the tenure of other officers and other administrative/operation exigencies of service.

9. **ANNUAL GENERAL TRANSFERS AND OTHER REQUESTS FOR POSTING/DEFERMENT/CANCELLATION**

- (i) At the time of preparation of data for Annual General Transfer each year, choice of 03 places of posting from officers will be obtained. This will help the Board of Officers in recommending transfer of officers who have completed their normal tenure, as also recommending consequential transfers against vacancies due to promotions, superannuations, resignations, etc. for which those officers may also have to be considered who are otherwise not due for transfer.
- (ii) All requests for extension of tenure on grounds of children education will be made by the concerned officers by 31<sup>st</sup> of December every year. Only cases where the children of the officers are studying in either class IX or XI will be considered subject to the condition that the affected child is promoted to class X & XII in the next academic session. This clause is applicable only to officers who reside with their families. Representation on this ground received after 31<sup>st</sup> December will not be entertained. This ground will be allowed only for one child at one station.
- (iii) Once Annual General Transfers and other postings orders are issued, the officers affected should be relieved by the date mentioned therein. Representations, if any, from the officers requesting for cancellation/deferment/change of place of postings on different grounds may be submitted within 3 days and should reach the FHQ through proper channel within 15 days from the issuance of order. Sector IsG will ensure that these representations reach FHQr well within the prescribed time limit with their comments/recommendations. The concerned Board at FHQ shall examine the same and submit it to the competent authority for decision within 15 days of receipt of representation at FHQr.
- (iv) Request for cancellation/deferment of posting or choice posting on self medical grounds of officers will be examined by the Board of Officers on merits. While recommending such cases, Sector IG shall include the SHAPE category of the officer and give his specific comments/recommendations, along with copies of relevant medical documents. Similarly, the request for cancellation/deferment of posting or choice posting on medical grounds of family/ward should be forwarded with specific comments/recommendations along with copies of relevant medical documents. This should be sent by 31<sup>st</sup> December so that these cases can be considered during the annual transfer.
- (v) The applications of the officers for posting on compassionate grounds from one Sector to other will generally be forwarded to FHQrs by the Sector IsG, who will forward the same with their comments/recommendations. Application/requests for posting received from relatives of CISF officers will not be entertained. Applications, if any, received

Contd..pg.6/-

directly from the officer, will however be sent to the concerned Sector IG to forward the same to this Directorate with comments/recommendation within 15 days of receipt. Request for transfer on compassionate grounds will be put up before the respective Boards on a quarterly basis.

10. **POSTING OF OFFICER HAVING MENTALLY RETARTED/PHYSICALLY HANDICAPPED CHILDREN**

- (i) Posting of officers having mentally retarted/physically handicapped children will be regulated as per Govt. of India instructions issued under Deptt. of Personnel and Training O.M. No. AB-14017/41/90/Estt (RR) (Vol.II) dated 5.1.1993 as far as possible subject to availability of vacancy and other administrative/operational requirements.

11. **POSTING OF FIRE WING OFFICERS**

- (i) Since the number of units in Fire wing of CISF is very few and their distribution amongst zones uneven, it is not possible to rotate officers between Home Zone and Out of Home Zone in an equitable manner. Therefore, the normal posting for a Fire Wing officer will be 04 years in one unit, extendable upto 05 years.

12. **POSTING OF CIVILIAN OFFICERS POSTED AT HQRS**

- (i) The Civilian Officers will be rotated on a 03 year tenure basis (extendable by 01 year) from one branch to another within HQrs.


13. **POSTING OF MEDICAL OFFICERS WHO COME FROM ITBP**

- (i) Medical officers from ITBP who come on transfer/on duty basis to CISF will normally serve for 5 years or till return to their parent cadre, whichever is earlier.

14. **GENERAL**

- (i) The transfers would be as per the prescribed guidelines subject to vacancy position.
- (ii) DG, CISF may transfer an officer whenever felt necessary in public interest and on administrative/operational exigencies/requirement.
- (iii) Guidelines above do not confer any right, whatsoever, upon any officer in matters of his transfer/posting to any place.
- (iv) This supersedes all previous Circulars/instructions issued on the subject.

15. This has the approval of DG, CISF.

  
27.7.2015  
(ANANT KUMAR SINGH)  
INSPECTOR GENERAL (HQRS)

**Distribution :**

1. ADG, APS HQrs, New Delhi.
2. All Sector IsG, CISF.
3. All Zonal/Plant/RTCs, DIsG, CISF.
4. All CISF Units, Gp. HQrs.

**Internal :**

1. Sr.PS to DG - for favour of kind information of DG please.
2. PS to ADG/HQr - for favour of kind information of ADG please.
3. PS to ADG/APS HQr - for favour of kind information of ADG please.
4. PS TO IsG(HQr/Adm & Airport Sector HQr).
5. ALL DIsG, AIsG, Sr.AO, All Section, AD (Accts), FHQr.