

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

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

No.E-38013/11/2024/GT-2025/GOs/Pers-I - 1207

Dated: 28th / 10 / 2024

To

The SDG, APS HQ, New Delhi
The ADG, North, New Delhi
The ADG, South HQ, Mumbai
All Sector IsG (including IG/NISA & IG (Trg & Rectt.))

Subject: - **GENERAL TRANSFER OF GOs -2025 : REG.**

1. Reference this Directorate Circular No.14/2015 regarding guidelines for posting/transfer of Gazetted officers in CISF, issued vide letter No.E-16011/Policy/2015/Pers.I/1022, dated 27.07.2015.
2. The general transfers of Gazetted Officers for the year 2025 are likely to be issued by March 2025. As such, list of officers as per details given below may please be forwarded to this Directorate in the enclosed format separately in respect of each of the three categories as under: -
 - (i) Officers who have already completed or would be completing 03 years & more in their present station of posting/Unit as on 31.03.2025 except those posted in Hard area, NISA Hyderabad, RTCs, FSTI Hyderabad & Fire Wing units.
 - (ii) Officers who have already completed or would be completing 02/03 years & more of Hard area tenure (including Fire Wing) at their present station of posting/Unit as on 31.03.2025.
 - (iii) Officers posted in NISA Hyderabad, RTCs, FSTI Hyderabad & Fire Wing units, who have already completed or would be completing 04 years & more in their present station of posting/Unit as on 31.03.2025.
3. For the purpose of hard area Units, Units/tenure as mentioned in Para 37(a) and 37 (c) of CISF HQrs Circular No.22/2017 issued under letter No.E-38011/1/2017/Estt.II/134 dated 25.09.2017 read with FHQ letter No.E-38011/1/2017/Estt.II/88 dated 27.08.2019 and letter No.E-38011/1/2017/Policy/Estt.II/2022/5332 dated 19.12.2022 may be referred to and be considered as hard area units for calculation of hard area tenure (instead of those listed in Circular No.14/2015). Hence, the name of officers who have completed two/three years of service in these units may be forwarded for consideration of their case during General Transfer -2025.

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4. Any request for place (not units) of posting on completion of tenure as mentioned in Para 2 above on the grounds of children/ward's education, medical problem and other reasons may be forwarded in the enclosed proforma, along with signed application of the officer and all relevant & latest supporting documents. Request of officers who have not completed their prescribed tenure should not be forwarded in a routine manner. It has been observed that requests of officers recently posted in units and not completed tenures are routinely sent. It is therefore requested that requests of officers who have not completed their prescribed tenure may be sent only after thorough examination about the bonafide & genuineness of such requests by the Sector IsG with specific recommendation thereupon. Moreover, such officers who have not completed the prescribed tenure in their Unit need to exercise their willingness indicating requested places (not Units) for transfer on request **without transfer benefits** and their details may be sent separately in the enclosed proforma along with their applications. Such requests for transfer before completion of Unit tenure would be considered only **without transfer benefits**.
5. The request(s) of the officers for extension of tenure on grounds of children education will be considered only in cases where the children of the officers are studying in either Class 9th or 11th during the academic session 2024-2025 and would be promoted to class 10th or 12th during academic session 2025-2026, supported with relevant documents. This clause is applicable only to those officers who are residing with their families at their Units & would be allowed only for one child at one station. Cases of officers in this category may be sent in a separate enclosure.
6. After circulation of this letter, the applications sent by the officer(s) directly to FHQ will not be entertained. Further, Sector HQ may also ensure to avoid sending application of officer(s) unless the request is for any genuine exigency/contingency requiring immediate attention.
7. It has also been observed that some officers keep sending their applications repeatedly on different grounds and with different choice for posting, even after the Sector IsG have consolidated all the applications of officers under their jurisdiction and have submitted to this Dte for General Transfer. Such repeated applications will not be entertained without proper recommendation of concerned Sector IsG and without relevant documents in support of their request.
8. All the applications for transfer sent by the officers before circulation of letter for General Transfer-2025 would be considered during General Transfer -2025 on merit of the cases.

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9. The particulars of all affected officers may please be sent to this Directorate by **31.12.2024 without fail.**


(Dharmveer Yadav)
Asstt. Inspector General/Pers

Encl: – Proforma

Distribution:

1. Pr. Staff Officer to DG - For favour of kind information of DG please.
2. PS to ADG/HQ - For favour of kind information of ADG please.
3. PAs to all IsG, FHQ.
4. All DIsG, AIsG, AD (Accts), Sr.AO, All Section, FHQ.

Copy to: -

AIG/Tech, EDP Cell - This may be placed on CISF web site.

GENERAL TRANSFER - GOs - 2025

RANK _____

PROFORMA

(SEPARATE PROFORMA FOR EACH RANK MAY BE USED)

S.No	Name	Unit	Date of Joining the present Unit DD/MM/YYYY	Date of retirement DD/MM/YY YY	Home District / State	Total Unit Tenure years/ months	Total continuous tenure in Present location/ place, if serving continuously in more than 01 unit in same location/ place (In years/ months)	Pending complaints, enquiries, if any	Hard area posting tenure in years/months (excluding the absence period except CL)	Home Zone tenure done in years/ months	Request for posting/ extension of tenure on the ground of wards Education/Medical & other grounds (supporting documents to be enclosed)	Choice of 03 places (not unit) if any. (Reference para 9 (i) of Circular No.14/2015 dated 27.07.2015) (corresponding application to be enclosed)	Whether spouse working in CISF, if so his/her CISF No., Name, Rank, Present place of Posting with date of joining the present place of posting	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

- Note: 1. Unit tenure to be taken into account from the date of joining only and not the date of taken on strength.
2. The list should be prepared rank-wise separately for each rank and separately for each category as mentioned in para 2 (i), (ii) & (iii) of covering letter.
3. All other request case should be sent in separate list (Rankwise)
4. Cases involving extension request on Child education ground should be sent as a separate list (Rankwise)

SIGNATURE OF AUTHORITY