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CENTRAL INDUSTRIAL SECURITY FORCE
(MINISTRY OF HOME AFFAIRS)
BLOCK-13, CGO's COMPLEX
LODHI ROAD, NEW DELHI-110003

No.E-38011/1/2017/Estt.III/ 134

Dated : 25/09/2017

CIRCULAR NO. 22 / 2017

Subject: GUIDELINES FOR POSTING / TRANSFER OF CISF PERSONNEL
(NGOs – CONSTABLEs, HCs, ASIs, SIs & INSPECTORS) IN VARIOUS
SECTORS OF CISF

CISF is a Central Armed Police Force (CAPF) of the Union of India. It was declared an Armed Force of the Union of India, having all India liability of posting/ transfer in the year 1983, vide Gazette Notification published in the Gazette of India Extraordinary Part-II Section-I dated 28.05.1983.

02. CISF is the premier security agency of the country which provides security to vital installations in the departments of Atomic Energy, Space, Oil, Power, Coal, Electronics, Steel and other sectors. A number of these installations are hypersensitive and sensitive from the security point of view. A number of those Units are located in areas affected by naxalism, militancy and insurgency as well as in strife torn States of North East and Jammu and Kashmir.

03. CISF provides security to domestic and international Airports and sea ports of the Country. Both the Civil Aviation Sector and Port Sector are exposed to threats from various quarters including threat from access through the international borders. CISF also provides security to the Government Buildings in Delhi and monuments of iconic importance such as Taj Mahal and Red Fort. In addition to above, CISF provides security to several protected persons of 'Z+', 'Z', 'Y' and 'X' categories.

04. As per the amendment carried in CISF Act vide CISF (Amendment) Act, 2009 No. 22 of 2009 dated 16.03.09, CISF has also been mandated to extend security cover to certain joint/private venture companies whose security is essential to ensure the economic infrastructure of the country.

05. As per the directions of Govt. of India, CISF also provides officers and personnel for certain posts in SPG, NSG and other CAPFs/CPOs, or any other duties, in view of the broader security requirements of the country.

06. Similarly, manpower of CISF has been placed under the aegis of NDMA (NDRF Bns).

07. CISF also provides officers and personnel for UN Missions and other duties abroad.

08. In view of the duties and responsibilities described above, CISF personnel are liable to be deployed at any place within India and abroad. CISF has units all over the country in almost all the States. As per the provisions contained in Section-15 of CISF Act-1968(as amended from time to time), every member of the Force shall be considered to be always on duty and shall, at any time be liable to be employed at any place within or outside India. Therefore, on administrative grounds and in the interest of operational necessities of the Force, he/she can be posted anywhere in India or abroad.

09. However, to maintain a balance and make a system so that there is a mix of personnel belonging to Home Sector and Out of Home Sector in a unit, the following broad guidelines are hereby issued regarding transfer and tenure of posting of the personnel, which are subject to security considerations, availability of vacancies, new inductions, administrative and operational needs and public interest.

OBJECTIVE: CISF is a Force with all India character. Personnel from all parts of the country are recruited in CISF. CISF would strive that each unit has fair distribution of personnel from that region as well as from other regions. At least 40% of personnel in a unit must be from other Sectors.

10. **SALIENT FEATURES**

A) The Director General shall be the final authority for deciding all such transfers/postings.

B) All annual transfer orders shall normally be issued by 31st March and in any case, not later than 30th April of the year.

C) It is again clarified that these guidelines would only serve as broad parameters for posting the personnel, but the final decision will rest with the competent authorities in CISF and will be governed by the operational and administrative necessities of the Force.

11. **MANPOWER DISTRIBUTION**

To have proper distribution of manpower and adequate representation in the Force, the posted strength of a Unit in each rank/category shall be as per the percentage given below subject to availability of vacancies and other administrative/operational needs and public interest:

- a) Home State Personnel - 30 %
- b) Home Sector Personnel - 30 %
- c) Out of Home Sector Personnel - 40 %

12. **TENURE OF POSTING**

The Out of Home Sector(OHS) and Home Sector(HS) tenure for posting in respect of NGOs are subject to availability of vacancies, operational and administrative needs and new inductions. The details are as follows:

OUT OF HOME SECTOR/HOME SECTOR TENURE FOR CONSTABLEs, HCs, ASIs, SIs & INSPECTORs OF ALL SECTORS EXCEPT FOR EXCEPTIONS MENTIONED IN THIS CIRCULAR

BASIC TRAINING PERIOD : NEITHER TO BE COUNTED IN HOME SECTOR NOR OUT OF HOME SECTOR

- a) 1st Tenure - 07 Years in Units in Out of Home Sector (excluding basic training)
- b) 2nd Tenure - 12 Years in Units in Home Sector
- c) 3rd Tenure - 06 years in Out of Home Sector
- d) 4th Tenure (Remaining Service)- Home Sector

Note :

1. During the Inter Sector Transfer for 3rd tenure the Individuals shall be asked their choice of Out of Home Sector(OHS) from among the existing OHSs by giving their preference for the OHSs in the order of priority and efforts shall be made to accommodate their Out of Home Sector(OHS) choices on merit subject to availability of vacancies.

Explanation

- i) Merit shall be based on the duration of OHS (in months) already served.
- ii) In case of tie, preference would be given to those having higher age. If there is still tie between two or more personnel, the preference will be given to those who have joined CISF earlier (Date of joining) .

2. Home Sector posting will be considered subject to availability of vacancies in Home Sector (Vacancies would be calculated with stipulation that the Sector should not have more than 60% of HS personnel). This shall be applicable for both HS tenures (2nd and 4th tenures)

3. During Inter Sector Transfer if an individual has become eligible for HS Posting from OHS, he/she can also give his preference for maximum of two OHS (other than where he/she is presently posted) where he can be posted in the event he is not posted to his HS on account of his low merit. However, once posted to OHS as per his preference, he will have to complete the full tenure of 02/03 years as applicable, depending upon the location of unit, before he is again considered for HS posting. But such OHS posting shall not be counted against HS posting even though he had given preference for the same, as he could not be accommodated in his HS despite being due for HS posting. This shall be applicable to postings for both the HS tenures.(2nd and 4th tenure)

13. For the purpose of this policy there shall be following Sectors.

- i) **North Sector**- Comprising of J&K, Punjab, Himachal Pradesh, Haryana, Rajasthan, Chandigarh, Uttarakhand & UP excluding the districts under Eastern UP as mentioned under Eastern Sector
- ii) **NCR Sector** – Comprising of units under NCR Zone,SSG,GBS, DMRC & other Units as notified under NCR Sector from time to time.
- iii) **Eastern Sector** - Comprising of Bihar, Jharkhand and Eastern UP (districts of Varanasi, Jaunpur, Ghazipur, Chandauli, Mirzapur, Sant Ravidas Nagar, Sonbhadra, Deoria, Gorakhpur, Kushi Nagar, Maharaj Ganj, Ambedkar Nagar, Faizabad, Sultanpur, Amethi,Barabanki, Bahraich, Balrampur, Gonda, Shravasti, Basti, Sant Kabir Nagar, Siddharth Nagar, Azamgarh, Balia, Mau, Allahabad, Fatehpur, Kaushambi, Pratapgarh).
- iv) **South Eastern Sector**- Comprising of West Bengal, Orissa, Andaman & Nicobar Islands and Sikkim.

- v) **North Eastern Sector** – Assam, Arunachal Pradesh, Nagaland, Manipur, Mizoram, Meghalaya and Tripura.
- vi) **Central Sector** – Madhya Pradesh and Chhattisgarh.
- vii) **Western Sector** – Maharashtra, Goa, Gujarat, Daman & Diu and Dadra Nagar Haveli.
- viii) **Southern Sector** - Andhra Pradesh, Karnataka, Kerala, Telangana , Tamil Nadu, Puducherry and Lakshadweep.

However, the area under Sectors can be changed by the DG/CISF at any time depending upon administrative requirement and operational exigencies.

- 14. For the purpose of this policy “Home Sector” means the sector under which the Home address of personnel declared at the time of appointment, falls. All other sectors shall be treated as OHS. However the proposed NCR & North Sector shall be treated one sector for the purpose of this policy. The personnel posted in North and NCR sectors are liable to be transferred and rotated between North Sector and NCR Sector any time, which shall not be treated as Inter Sector Transfer (IST).
- 15. “Station” means a city or a town.
- 16. **The following criteria may be followed** :
 - a) 1st Home Sector tenure will be given to persons after they have completed 1st Out of Home Sector tenure. However, if number of persons who are so eligible is more than vacancies available in that Home Sector, then persons higher in merit i.e. more length of service in 1st Out of Home Sector(OHS) service will get priority and persons with less 1st Out of Home Sector service will have to wait. This may also be restricted by criterion that total number of persons belonging to that Home Sector should not be more than 60%. Further restrictions due to operational or administrative needs would also apply.

- b) The number of personnel posted to a unit should be so regulated that not more than 30 % of personnel from 4th tenure are posted in a unit.
- c) As clarified above, a person can be considered for Home Sector in his last tenure provided vacancies are available. Criterion for that will be Net Out of Home Sector posting (Net OHS = 1st OHS months + 2nd OHS months – 1st HS months). Persons with more Net Out of Home Sector posting will be given priority subject to operational or administrative requirements.

17. **OUT OF HOME SECTOR/HOME SECTOR TENURE FOR CONSTABLE (TRADESMAN)**

The Transfer/posting of Constable(Tradesman) shall be regulated as per posting guidelines issued vide letter No.E-38011/1/2011/Estt-II/122 dated 30.04.2014. and amendments if any, issued from time to time. The Out of Home Sector tenure for Constable(Tradesman) of all sectors who are recruited on or after 01.01.2011 shall be 10 years.

18. **OUT OF HOME SECTOR/HOME SECTOR TENURE FOR WOMEN PERSONNEL**

- 1st Tenure - 6 Years in Units in out of home sector
(Excluding Basic training)
- 2nd Tenure - In home sector as far as possible subject to
Onwards availability of vacancies.

However, they may be posted out at any time anywhere in the country on administrative grounds or operational needs.

19. **OUT OF HOME SECTOR/ HOME SECTOR TENURE FOR WOMEN ON COMPASSIONATE APPOINTMENT.**

- a) Women personnel on compassionate grounds will be posted to Home Sector during their entire service unless specifically requested by them and accepted by the competent authority. However if they marry to CISF personnel, normal couple posting policy shall be applicable.
- b) However, the women personnel under this category may also be posted out at any time anywhere in the country on administrative grounds or operational needs.

20. **POSTING OF WOMEN STAFF IN THE UNIT.**

- a) No single women (except ministerial staff) should be posted in a unit except couple and on request cases.
- b) Efforts should be made to post women staff in pair to a unit
- c) As far as possible, no women staff (except ministerial staff) should be posted in Group/Zonal/Sector HQrs.

21. **OUT OF HOME SECTOR/HOME SECTOR TENURE FOR EX-SERVICEMEN**

Ex-servicemen shall remain posted in their respective Home Sector during their entire service except for the first tenure of 03 years (excluding basic training period) which will be Out of Home Sector. After 3 years Out of Home Sector tenure, Ex-servicemen will be posted to Home Sector. However, they may be posted out of Home Sector any time on administrative or operational considerations.

22. **BASIC TRAINING PERIOD**

Basic Training Period will be counted as Zero Sector posting i.e. neither Home Sector nor Out of Home Sector.

23. **DEPUTATION CASES**

In cases of deputation outside CISF, the period of deputation will be counted Home Sector/Out of home Sector on the basis of place where the person is physically deployed/ posted. For example, for a person belonging to South Sector, the period spent on deputation in Delhi will be treated as Out of Home Sector but it will be counted as his home sector, if he is posted at Chennai during his deputation tenure. At the time of re-joining CISF on completion of deputations in other organizations, the CISF personnel shall submit the details of his posting particulars in borrowing organization duly certified by the concerned head of office of the borrowing organizations where he was deputed.

24. **DEPUTATION TO UN MISSION ETC.**

CISF personnel 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 Sector tenure, if he/she had opted for UN mission/ deputation abroad.

25. **TENURE OF POSTING IN A UNIT/STATION**

- a) In Unit/Station - 03 years
- b) At Sector/Zonal/Group - 03 years, extendable by maximum of 01 year
- c) At FHQrs - 03 years extendable by maximum of 02 years
- d) Hard Area Unit - as per instructions issued from time to time.

26. **EXTENSION OF TENURE ON EDUCATION GROUND**

NGOs will be permitted an extension in his/her present unit for one year if his/her ward is studying in 10th or 12th class in the current academic year and staying with him at the place of posting. He/she will not be given extension in the next year on the ground of 2nd ward/wards studying in 10th or 12th class in the subsequent year. This policy is applicable only for two living children and can be availed once for one child's education. However, if there are operational and administrative considerations, these facilities would be curtailed.

27. **SPORTS PERSONNEL**

The active Sports NGOs will be preferably posted in the Reserve Battalions nearer to their training camps. After being weeded out from active Sports, general posting guidelines for NGOs would be applicable to them.

28. **BANDSMEN**

Their posting will be considered/ issued by FHQrs. After all the Band Units in RTCs are raised, tenure will be of 06 years and they should be transferred in a team as a whole or instrument-wise.

29. **DOG HANDLERS**

The transfer/postings of Dog Handlers shall be governed by the guidelines issued separately vide letter No. E-38011/1/Posting Policy/2012/Estt-II/634 dated 17.07.2012 and amendments issued time to time.

30. **MARINE COMMANDO/ MARINE TRAINED PERSONNEL**

A tenure of 09 years in the marine wing (i.e. 3 units with 3 years tenures in each) will be given. If all 3 postings are OHS, the person will be posted to Home Sector irrespective of other norms. If one posting is in Home Sector, then normal guidelines will apply.

31. **AIR PORT SECTOR (APS)**

Civil Aviation Security is a specialized area. CISF personnel deployed in Civil Aviation security have to undergo basic AVSEC training/course. A large number of personnel especially ASIs and SIs those who have done graduation have to pass the screener test to make them eligible for screener duties. They are also tested periodically and if any one fails in the test, he/she rendered ineligible for the screener duties. Thus, Airport Security Group (ASG) has to provide large pool of skilled manpower whose skills are more than an ordinary member of the force. Given these considerations, it has been decided that CISF personnel in APS will be deployed according to the guidelines issued separately vide Circular No.52/2011 issued under letter No.E-42099/DG Visit/Estt-II/2011/2628 dated 25.11.2011 and amendments issued if any, from time to time. However, Home Sector and Out of Home Sector tenure guidelines as stipulated in this circular shall be applicable to the Airport Sector also.

32. **SSG BATTALION**

- a) The tenure of SSG Bn may be kept as 04 years.
- b) 50% of tenure of NS personnel in SSG Bn will be considered Out of Home Sector.
- c) Personnel returning back from SPG/NSG may be posted to SSG Bn for one tenure irrespective of their HS/OHS eligibility, being trained manpower subject to their suitability and requirement.

33. **NDRF BATTALION**

The tenure of posting in NDRF battalion would be as per guidelines issued by MHA in this regard from time to time except on administrative grounds/operational exigencies.

34. **RESERVE BATTALION :**

As the Reserve Battalions are meant for I.S duty, younger people should be posted to Reserve Battalions because deployment of I.S duties from Reserve Battalions requires physically fit people.

35. **RADIO OPERATOR/MECHANIC/ ARMOURER:**

Radio Operator/Mechanic, Armourer do not come under technical staff, hence tenure guidelines applicable as per other ranks.

36. **INSTRUCTORS:**

- a) NGOs will be considered for posting to the Training Sector as instructors only after completion of one tenure in the field Units.
- b) Normal tenure of an instructor in CISF training institution shall be 04 years, extendable upto a maximum of 05 years.
- c) Total tenure of NGOs in the Training Sector should not exceed 10 years. Personnel who complete 10 years in Training Sector as a whole should be posted out to field units and fresh talent should be brought in. However, Home Sector and Out of Home Sector tenure guidelines as stipulated in this circular shall be applicable to the Training Sector also.

37. **HARD AREA TENURES**

- a) Hard areas for the purpose of posting will include - North East, Andman & Nicobar Islands, J&K and hypersensitive units of LWE as identified from time to time. The units presently identified as hypersensitive under LWE areas are as follows : -

SL No	Name of Unit
01	CISF unit, BIOM, Dep-14 Kirandul
02	CISF unit, BIOM, Dep-5, Bachel
03	CISF unit, CCL Kargali (Excluding personnel posted in Ranchi)
04	CISF unit, TTPS Lalpania
05	CISF unit, MBR-KBR Kiriburu
06	CISF unit, Gua Ore Mines, Gua
07	CISF unit, BLSM Bhavnathapur
08	CISF unit, NALCO Damanjodi
09	CISF unit, BIOM Bolani
10	Tensa Barsua Outpost of RSP Rourkela
11	CISF unit, BRBNML Salboni
12	CISF unit, NKSTPP Tandwa
13	CISF unit, CCL NK & Piparwar

- b) For NGOs, there will be atleast 02 tenures of Hard area postings of 02/03 years as applicable, depending upon the location of station. In addition, they can also be posted to any hard area based units on administrative or operational requirements and exigency of service.

- c) The posting tenure in above mentioned LWE affected units and Uri-I, Uri-II, PGCIL Wagoora, DHEP Dulhasti, 7th RB Kistwar, DHEP Doyang would be 02 years. The tenure at proposed KGHPP deployment in Gurej Valley and Bandipora shall also be for 02 years. The tenure of other units located in hard area will be 03 years.
- d) While posting in Home Sector, Sector IsG will give the personnel first tenure of Home Sector hard area, if the person had not done hard area posting earlier and thereafter they will be posted to any other unit in their Home Sector.
- e) Any kind of leave / attachment/ temporary duty for more than 30 days from a Hard area unit would not be counted for the purpose of hard area tenure.
- f) However, posting of a person belonging to a State where Hard Area unit is located would be considered only one Hard Area posting notwithstanding the number of tenures (beyond minimum tenure of 02/03 years as applicable) served by him in hard area, in his Home State.
- g) **The DG/CISF may anytime add or modify any of the guidelines for any specific unit/units located in hard area in the interest of operational exigency.**

38. HUSBAND / WIFE (NGOs)

- a) Husband and wife serving in the Force may be considered for posting in the same place (not necessarily same unit), subject to availability of vacancies and without disturbing the tenure of other personnel and keeping in view other administrative / operational needs and public interest.
- b) For the posting of married couple at the same station when one of the spouse is not in CISF, Govt. of India's policy on the subject shall be followed subject to availability of vacancies, Home Sector/Out of Home Sector posting guidelines, Home Sector/Out of Home Sector ratio in the units and without disturbing the tenure of other personnel. It would also be subject to administrative/operational needs of service.
- c) If one of the spouse is a Gazetted Officer, then both husband and wife should not be posted in the same unit.

- d) In couple cases also the prescribed HS and OHS tenures shall be strictly applied. If HS of both spouses is same and both of them want to be posted together in their HS, they shall be posted to their HS together, only if both of them have completed the prescribed OHS tenure. Otherwise only one of them who has completed the prescribed OHS tenure shall be posted to his/her HS.
- e) Other instructions regarding the tenure of Out of Home Sector / Hard Area would be applicable to both husband and wife.
- f) If both husband and wife are serving in CISF, and either of them wants to remain in OHS beyond the normal tenure in order to stay with his/her spouse, it would not be considered as HS posting for him/her.

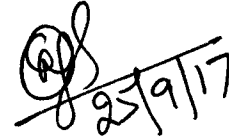
39. **GENERAL**

- i) Due to non-availability of adequate vacancy in the Sectors, it may not always be possible to adhere to the prescribed guidelines. In such circumstances, the NGOs due for Home Sector posting will be posted to their Home Sector on longer 'Out of Home Sector' tenure basis on merit.
- ii) Under normal circumstances CISF personnel will not be posted to a unit of their Home District.
- iii) Posting of NGOs having mentally retarded/physically handicapped children will be regulated in the light of Govt. of India instructions issued under Deptt. of Personnel and Training O.M. No.AB.14017/4190Estt (RR)(Vol.II) dated January 1993 as far as possible subject to availability of vacancy and other administrative/operational exigencies.
- iv) Posting of CISF personnel (NGOs) who have children with serious medical problems shall be governed by instructions issued vide letter No.E-38014/Estt-II/2010/Misc/Vol-9/2667 dated 08.12.2011 and power for granting Out of Home Sector relaxation & posting of personnel (NGOs) who have children with serious medical problems issued vide letter No.E-38023/23/Medical/Estt-II/2015/239 dated 10.11.2015, and amendments if any, issued from time to time.

- v) The services rendered in DAE/DOS/APS/TS units shall be counted in the territorial Sectors in which the units are located. For instance, the service in DAE Kalpakkam shall be counted as South Sector, similarly in SAC Ahmedabad, it shall be counted as West Sector.
- vi) Private Sector Units shall be counted in the Sectors in which the units are located. For instance, the services in INFOSYS Technologies Ltd, Bangalore shall be counted as tenure in South Sector.
- vii) FHQrs will allocate respective Sector(s) while issuing the posting order of NGOs. Further Zones/Units will be allocated by the concerned Sector IsG and Zonal DisG. However, FHQ may also allot unit if deemed fit.
- viii) Sector IsG will ensure that subsequent to issue of IST or other transfer order including promotion-cum-posting, their unit allotment order shall reach FHQrs and all concerned within 07 days and accordingly, by DisG thereafter within next 07 days. Representation against posting to be disposed off within 15 days. Compliance of posting will be ensured by April, 30th with regard to posting order issued during Inter Sector Transfer (IST).
- ix) In case, personnel are not willing for posting to their Home Sector either on the ground of children education, medical ground and compassionate ground etc. they may be allowed to continue in Out of Home Sector. But their unit may be changed if they are posted in a particular Unit for more than 03 years except whose wards are studying in class 10th and 12th in the current academic year and staying with them at the place of posting.
- x) The personnel willing to continue Out of Home Sector (OHS), even after they become due for Home Sector posting and those who request for Out of Home Sector posting would be treated as on Home Sector Posting except as specified at Note-3 of Para 12 under the heading "Tenure of posting".
- xi) Sector IsG and Plant/Zonal DisG should ensure that under normal circumstances, CISF personnel should not be posted to the same unit more than once.

- xii) Direct Recruits of respective ranks should be posted to Hard Area including identified naxal units as hard area immediately after completion of Basic Training Sector IsG& Zonal/Plant DIsG should adhere to it strictly.
- xiii) Personnel with punishment, bad behavior, bad habits (drunkenness) etc may not be posted to sensitive units.
- xiv) No close relatives be posted in the same unit.
- xv) The young SIs should initially perform at least two/three years of field duty before they become eligible for posting to STF, Airport Sector and other specialized units.
- xvi) Notwithstanding these guidelines, in Promotion-Cum-Posting cases CISF personnel can be posted anywhere in India.
- xvii) All attachment duty personnel will be treated as Home Sector/Out of Home Sector depending upon the place of duty and it should be recorded in PIS data.
- xviii) Personnel posted in Hard Area / Naxal Area should not generally be deployed for duties like Internal Security / Election duty etc. until completion of the prescribed tenure in the area.
- xix) These are only broad guidelines for posting and transfer of CISF personnel.
- xx) Notwithstanding the guidelines contained in this circular, any personnel may be posted anywhere at any stage by the competent authority without assigning any reason and these guidelines shall not come in the way of such transfer/posting.
- xxi) Notwithstanding anything contained in these guidelines, in the event of conflict with the Govt of India instructions issued in this regard, the Govt. of India instructions shall override these guidelines.

40. This supersedes of Circular NO 53/2011 issued under letter No.E-38011/1/2011/Estt-II/141 dated 15.02.2012 issued on the subject.
41. In case of any questions/doubts relating to the interpretation of this circular, it should be referred to the Director General, CISF whose decision thereon shall be final.
42. This Circular will come into force w.e.f. 1st November, 2017 and would continue to be so till further orders are issued.



(O P SINGH)
DIRECTOR GENERAL/CISF

Distribution:-

1. ADG/APS CISF APS HQrs., New Delhi
2. All Sector IsG(Including APS & TS)
3. All Zonal/Plant DisG (including DAE , DOS, CGBS,DMRC,SSG)
4. All Gp.Commandants /Comdts /Dy.Comdts /Asstt.Comdts /OICs,CISF Units/RBs
5. All RTCs

Internal:-

01. PS to DG/CISF
02. PS to ADG/HQr
03. PS to IsG (Pers / Adm)
04. All DisG
05. All AlsG
06. AIG/Tech : For placing in CISF Website and necessary action
07. All Sections.