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MoES/25/04/2014-Estt.  
Government of India  
Ministry of Earth Sciences

Prithvi Bhavan,  
Lodhi Road, New Delhi-110003

Dated: the <sup>K<sup>th</sup></sup> July, 2014

OFFICE MEMORANDUM

Sub: Constitution of placement committees to consider transfer/posting in respect of officers of Ministry (Proper) and Attached/Subordinate/Autonomous organizations under Ministry of Earth Sciences

In pursuance of the Hon'ble Supreme Court's Judgment dt. 31.10.2013 in WP (Civil) No. 82/2011 in matter of Shri T.S.R. Subramaniam and Others Vs. Union of India and Others, and with reference to the Department of Personnel and Training OM no. 11013/10/2013-Estt.(A) dt. 22-11-2013 and 26-12-2013, it has been decided to constitute placement committees as per following details, composition and function akin to the Civil Services Board (CSB) to consider transfer/posting of Group 'A' officers (Scientist 'B' to 'G') in Ministry (Proper) and Attached/Subordinate/Autonomous organizations under Ministry of Earth Sciences.

2. Procedure for transfer/posting:

Henceforth, following procedure for transfer/posting shall be followed.

Transfer is defined as that which requires a change of municipal limits. Change of duties of an officer at the same place shall not constitute transfer and therefore shall continue to be dealt by the administrative head of the office concerned, as before. All transfer/posting shall be done by an authority called the designated competent authority, after considering the proposal submitted by the office concerned. Proposal sent by the office concerned shall be the recommendation of a committee called the placement committee. The designated competent authority may, for reasons to be recorded in writing, accept, reject or modify the recommendation of the placement committee, which shall thus stand disposed of. In case the official under transfer/posting is not satisfied by the decision as above, he/she shall be free to file a review before the Ministry. Ministry shall put up the case for review along with its observations to an authority higher than the designated competent authority. Unless any particular transfer/posting is stayed by the Ministry, pendency of the review shall not confer any right to the official concerned to delay relieving or joining the new assignment. Ministry shall communicate the decision of the review to the official concerned with the issue thus standing concluded.

3. Designated Competent Authority for transfer/posting:

The designated competent authority for transfer/posting shall be as follows:

Office	Designated Competent Authority
(A) MoES (Proper) and Attached Office (CMLRE, ICMAM, NCS)	Secretary/MoES
(B) Autonomous Institute (INCOIS, NCAOR, NIOT, IITM, NCESS)	Chairman/ Governing Council
(C) Subordinate Office (IMD, NCMRWF)	Director General/ Director

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4. Composition of Placement Committee for recommending transfer/posting:

(A) MoES (Proper) and Attached Office (CMLRE, ICMAM, NCS)

Composition of Placement Committee	
JS/ES	Chairman
Head of Attached Office/ Program	Member (to be nominated by Secretary)
Scientist G/MoES	Member (to be nominated by Secretary)
Director/ DS (Estt.)/MoES	Member Secretary

(B) Autonomous Institute (INCOIS, NCAOR, NIOT, IITM, NCESS)

Composition of Placement Committee	
Director/ Autonomous Institute	Chairman
Scientist G/ Scientist F of the institute	Member (to be nominated by Director)
Program Head (for the institute)/MoES	Member
AO/ Autonomous Institute	Member Secretary

(C) Subordinate Office (IMD, NCMRWF)

Composition of Placement Committee	
JS/ES	Chairman
Scientist G/ Scientist F of the office	Member (to be nominated by Director General/ Director)
Program Head (for the office)/MoES	Member
DDG(A&S)/IMD or Director/DS(Admn.)/NCMRWF	Member Secretary

Note:

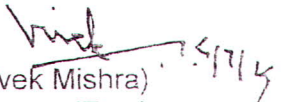
- (i) Only serving officials shall serve as members of the committee.
- (ii) Officers whose own cases of transfer are under consideration shall not be part of the committee.
- (iii) Three members, including the Chairman and the Member Secretary shall constitute the quorum for the committee.
- (iv) Committee shall consider all cases of transfer/posting of officers who have completed the requisite tenure at a particular station as well as requests of officers for posting to a particular station on compassionate grounds etc. and make its recommendations in accordance with the prevailing Transfer Policy, if any.
- (v) Committee while giving its recommendation shall,
  - (a) Take note of existing vacancies at various levels and give a complete chain of transfer/posting proposals to fill such vacancies to the extent possible along with proposals to transfer out officials who have completed their maximum prescribed tenure, cases of request transfers and transfers suggested by the administrative head of the office concerned.
  - (b) Accompany with detailed justification, cases recommended in relaxation of the prevailing Transfer Policy, if any.

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- (c) Accompany each recommendation with complete past and present posting record of the officer concerned.
- (vi) For consideration of annual general transfers committee shall generally meet at regular intervals with a view to adhere to the time schedule laid down. However, committee can meet on other occasions, as considered necessary.
5. Miscellaneous:
- 5.1 Government shall be competent to relax any of the above stated criteria and norms of transfer etc. in extraordinary cases, in public interest and for reasons to be recorded in writing.
- 5.2 All organizations under the Ministry shall put in place similar mechanism for Group 'B' and 'C' officials working under them, duly keeping in view the provisions of respective Recruitment Rules, Government Instructions, terms and conditions of appointment of such officials etc. and notify within a period of six weeks from the date of issue of this OM. The same shall be put it in the public domain and a copy sent to the Ministry.
- 5.3 The placement committees shall be served by the respective offices.
- 5.4 Offices may issue their transparent Transfer Policy, to supplement the work of placement committee.

This issues with the approval of Secretary, Ministry of Earth Sciences.

  
(Vivek Mishra)  
Director (Estt.)

Copy To:

1. Heads of Attached/Subordinate/Autonomous Institutes - it is advised that the content of this OM be incorporated in the byelaws of autonomous institutes following the relevant procedure.
2. PPS to Secretary/MoES/ PPS to JS & FA/MoES/ PPS to JS (ES)
3. DoPT (Shri J.A. Vaidyanathan, Director/Estt.)
4. All Scientist 'G', MoES (Dr. SK Das, Dr. RK Sharma, Dr. M Sudhakar, Dr. MP Wakdikar, Dr. M Rajeevan, Dr. K Somasunder, Dr. BK Bansal, Dr. KJ Ramesh, Dr. S Basu)
5. All Sections, MoES