

MOST IMMEDIATE

F.No.A-22012/01/2022-CLS-I

Government of India

Ministry of Labour & Employment

Shram Shakti Bhawan, Rafi Marg
New Delhi, dated the 5 May, 2022

OFFICE MEMORANDUM

Subject: Guidelines of Posting/Transfer of various Grades of Officers of Central Labour Service –regarding

The undersigned is directed to refer to this Ministry's OM No. A-22012/02/2020-CLS-I dated 03.03.2021 regarding the Policy guidelines on transfer/posting in various Grades of the Central Labour Service and to issue the revised guidelines as under:-

- i. The officers belonging to the Central Labour Service (CLS) are liable to be transferred and posted in establishments / offices under the participating Ministries/Departments in any part of India against sanctioned posts of Central Labour Service. Postings will be made keeping in view the need to expose individual officers to different kinds of work entrusted to the Central Labour Service.
- ii. There shall be inter-changeability/rotation of CLS Officers amongst the three Streams of CLS viz; the Central Industrial Relations Machinery (CIRM) headed by the CLC(C), Labour Welfare Wing under the DGLW and Central Pool (Factory Side). Posts under these streams have been categorized into two categories based on the CVC's guidelines.

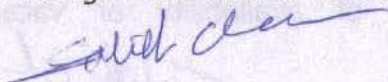
Category-A – Sensitive Posts

All the posts of CIRM Wing, except posts of O/o CLC(C), HQs

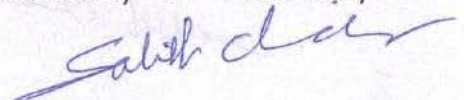
Category- B – Non-Sensitive Posts

All posts sanctioned in other streams i.e. Labour Welfare Wing; Factory Side; CLS officers posted in MoLE and O/o CLC(C), HQs

- iii. The tenure for every CLS Officer in a particular post would be generally 03 years in one stream and 06 years at one station. Any deviation to this tenure posting can be allowed only in exceptional circumstances on account of administrative exigencies with the approval of the Competent Authority.
- iv. There shall be mandatory rotation of CLS Officers in JTS, STS and JAG Grades between two categories [mentioned at point-(ii) above] on completion of maximum tenure of posting in a particular post to give them equal opportunity to have exposure and experience in all three streams for better management of the Cadre. Any exception in larger public interest will be



- examined and recommended by the Transfer Committee and approved by the Competent Authority.
- v. CLS officers who are due to retire on attaining the age of superannuation within two years will not be generally disturbed, provided a request for transfer is received in writing with reason thereof which could be considered by the Committee. In case of promotional transfers, officers shall be retained in same stream, where he/she has submitted his pension papers, subject to availability of vacancy. Request of posting/transfer at a choice station, with reasons in writing, whether it is officer's home district/state/region, or otherwise, during the last two years of his superannuation may be considered subject to availability of vacancies at that station, administrative exigencies and his record of earlier postings at such station.
 - vi. The period spent on study leave/ deputation will not be counted for this purpose i.e. the same would be excluded. End of March of the relevant year is fixed as cut-off date for consideration of completion of tenure i.e. three years to become eligible for transfer. Annual transfer/posting orders shall normally be issued before commencement of the academic session but may be done at any time in exceptional cases on account of administrative exigencies OR in public interest OR in case of promotion to higher grade.
 - vii. CLS officers may also make representations through proper channel for transfer/posting at stations of his/her choice, even before the completion of period of 3 years at the time of Annual General Transfers/postings. In such cases, the officer should provide valid reasons with documentary evidences, where ever applicable. However, no request should be made for transfer/posting to a particular post. In case of transfer/posting at choice station, the officers will not be entitled to get Transfer Grant/DA etc. Such representations for choice posting will be considered subject to administrative feasibility and availability of vacancies. No representations for transfer/posting will be entertained after orders for annual transfer/posting are issued.
 - viii. No CLS officer shall bring outside influence/political influence to further his interest for posting of his choice as enumerated in Rule 20 of CCS (Conduct) Rules, 1964 which prescribe that "No Government servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under Government". Any violation of the said Rule will be viewed seriously and stern action including disciplinary action will be taken against such delinquent officers under the provisions of Conduct Rules.
 - ix. The transfer shall be based on the total composite points earned by the officer, out of 100 points prescribed for various grounds adopted in the policy guidelines.
 - x. Complaints, doubtful integrity, vigilance cases etc. against the serving officers and administrative requirements like job requirement, skill and experience shall also be taken into consideration while deciding transfers/ postings.
 - xi. The posting of SAG level officers of CLS i.e. Additional Chief Labour Commissioner (Central) & Deputy Director General, DGLW shall be decided by the Transfer Committee on the basis of availability of vacancies,



administrative exigencies/functional requirements and the point system will not be applicable in such cases.

- xii. The point system for various grounds such as medical ground, special categories officers, differently abled officers /dependent children, spouse ground, hard posting, education of dependent children etc., is as under:-

Sl. No.	Main Factor	Sub Factor	Max Points	Remarks
1	Special Category	<p>A. Female officer Widow/Divorced/separated/unmarried female officer more than 40 years/wife of serving military person or Central Paramilitary Military person</p> <p>B. Male officer Widower who has not re-married and has minor children and/ or unmarried daughter(s)</p>	10	
2.	Differently-abled officer	Maximum 20 Points for vision/ locomotor /Deaf & Dumb	20	<p>40% to 60 % disability – 10 Points</p> <p>61% to 80 % disability – 15 Points</p> <p>Above 80% - 20 Points</p>
3.	<p>Serious diseases</p> <p>(i) Currently suffering from Cancer OR (ii) Having undergone bypass Heart surgery OR (iii) Kidney Transplant OR (iv) Undergone / currently undergoing dialysis</p>	Self / Spouse / unmarried children	10	Certificate in case of chronic disease issued by any Central Government hospital.

Satish Chandra

4.	Differently abled or mentally challenged children	Men/Women officer having Mentally challenged or 100% differently abled child	10	
5.	Spouse case	Men/Women officer	20	Officer's spouse working in Central Government/ State Government/ PSUs Boards/Autonomous Bodies/Local Bodies
6.	Hard Posting	Men/Women officer	20	North-East States, UTs of J&K & Ladakh, Andaman & Nicobar or any other State declared by Central Government as disturbed/hard stations including Left Wing Extremist (LWE) affected area due to its Geographical conditions or other reasons. List of States & Districts declared by MHA under LWE affected areas issued by MHA from time to time would be considered
7.	Educational Ground	Men/Women officer	10	Children studying in 10 th , 11 th , 12 th only

- xiii. There will be a Transfer/Posting Committee comprising of Additional Secretary (L&E), Bureau Head of CLS Division, Director General (Labour Welfare), and Chief Labour Commissioner (Central). The Committee shall recommend the transfer/posting of the officers based on the maximum points obtained by an officer and his/her preferences for stations, and submit its recommendations to the Competent Authority for approval. The Committee shall have a maximum discretion of 5 % of the total posts under consideration for transfer while recommending posting on functional requirements/administrative exigencies.

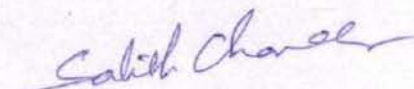
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- xiv. No officer can claim posting at choice station or home district/state or region as a matter of right.
- xv. The recommendations of the Transfer/Posting Committee would be subject to the approval of Hon'ble Minister of Labour & Employment being Appointing Authority.
- xvi. Model Time Schedule for processing the Annual General Transfer are as under:-

Sl.No.	Exercise	Date	Remarks
1.	Calling/Receipt of applications/ requests for transfer/posting from eligible CLS officers	1 st to 15 th January	
2.	Meeting of Transfer/ Posting Committee	15 th to 31 th January	
3.	Obtaining approval of Competent Authority for transfers	1 st to 14 th February	
4.	Issue of Transfer Order	15 th of February	Transfer Order will be effective w.e.f 1 st April of the relevant year.

xvii. The above guidelines supersedes this Ministry's OM No.A-22012/02/2020-CLS.I dated 03.03.2021.

2. Future requests for transfer/posting, during AGT etc., would be made through online portal only, the details & instructions about which would be issued separately.
3. The above guidelines are issued for strict compliance by the officers of Central Labour Service.
4. This issues with the approval of Competent Authority.



(Satish Chander)

Under Secretary to the Govt. of India

Tel: 011-23711582

To

All Central Labour Service Officers

Copy for information to all Controlling Officers of participating Organisations:

1. Chief Labour Commissioner (Central), New Delhi
2. JS & DGLW, Ministry of Labour & Employment, Jaisalmer House, New Delhi
3. Ministry of Housing and Urban Development, Directorate of Printing, Nirman Bhavan, New Delhi

4. Ministry of Housing and Urban Development, Director General (Works), Nirman Bhavan, New Delhi
5. Labour Welfare Commissioner (Central), Defence Research Development Organization, DRDO Bhavan, New Delhi
6. Labour Welfare Commissioner (Central), Directorate of Civilian Personnel, Ministry of Defence (Navy), 'A' Block, New Delhi.
7. Labour Welfare Commissioner (Central), MGO's Branch, Ministry of Defence (Army), Wing-IIInd, Block-3, 1st Floor, R.K. Puram, New Delhi.
8. Labour Welfare Commissioner (Central), Director General Quality Assurance, Ministry of Defence, G-Block, New Delhi.
9. Ministry of Health & Family Welfare (Central Hospitals), Nirman Bhavan, New Delhi.
10. Ministry of Agriculture & Farmers Welfare, Department of Animal Husbandry & Dairying (DMS), Krishi Bhavan, New Delhi.
11. Ministry of Science & Technology, Survey of India, Technology Bhavan, Mehrauli Road, New Delhi.
12. General Secretary, CLS Officers Association, Room No. 608, Shram Shakti Bhavan, New Delhi.

Copy for information to:

PS to Hon'ble Minister, L&E, PPS to Secretary (L&E), PPS to AS (L&E), PS to EA(GP)

Sahib Chander