

**MOST IMMEDIATE**

F. No.A-22012/07/(I)/2012-CLS-I  
Government of India/Bharat Sarkar  
Ministry of Labour & Employment/Shram Aur Rozgar Mantralaya

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Shram Shakti Bhawan, Rafi Marg,  
New Delhi dated the 28<sup>th</sup> March, 2013.

**OFFICE MEMORANDUM**

Subject: **Posting/Transfer of various Grades of Officers of Central Labour Service – Policy guidelines regarding.**

The undersigned is directed to refer to this Ministry's OM No. A.12034/1/87-CLS.I dated 14.04.1988 containing the general policy regarding posting/transfer of various Grades of the Central Labour Service and to issue revised Policy guidelines in the matter, as under:

- (i) 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). Accordingly, Officers holding the below mentioned posts will be rotated amongst the three streams :
  - a) Assistant Labour Commissioner (C), Assistant Welfare Commissioner (C), Assistant Labour Welfare Commissioner (C) and Assistant Director;
  - b) Regional Labour Commissioner (C), Deputy Welfare Commissioner (C) and Dy. Labour Welfare Commissioner (C);
  - c) Deputy Chief Labour Commissioners (C), Welfare Commissioner(C), Labour Welfare Commissioner (C) and Director (Training).
- (ii) The Officers belonging to the Central Labour Service are liable to be transferred and posted to any part of India. Postings will be made keeping in view the need to expose individual Officers to all the different kinds of work entrusted to the Central labour Service.

- (iii) The maximum tenure for every CLS Officer in a Post / establishment would be 04 years and 08 years at one Station. Any exceptions to this tenure posting can be made only in exceptional circumstances due to administrative exigencies with the approval of the Competent Authority.
- (iv) Every Officer appointed as Direct Recruit in the CLS shall have to complete at least two mandatory tenure postings (total 08 years) in the Central Pool (Factory Side) during their service period and those Officers who are promoted from the feeder grade of LEO (C)/WA (C) shall have to complete at least one mandatory tenure posting (total 04 years) in the Central Pool (Factory Side) during their service period.
- (v) Those CLS Officers who are due to retire on attaining the age of superannuation within one year will not generally be disturbed, if such a request is received in writing.
- (vi) 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, in public interest.
- (vii) In genuine cases, the CLS Officers may make request for postings at Stations of their choice but the same should be made to the prescribed channels under the Conduct Rules. In such case, the Officers will not be entitled to get Transfer Grant /DA, etc.
- (viii) No CLS Officer shall bring outside influence/political influence to further his request 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) Complaints, vigilance cases etc. against the serving Officers and administrative requirements like job requirement, skill and experience shall also be taken into account while deciding transfers/postings.



- (x) The Transfer Committee (TC) would consist of Additional Secretary/Joint Secretary in charge of CLS Division, Director General (Labour Welfare), and Chief Labour Commissioner (Central). The Committee shall recommend the transfer/posting of the Officers keeping in view the above guidelines and also after considering requests/ representations received from the Officers, if any, and submit their recommendations to the Competent Authority for approval.
- (xi) The recommendations of the Transfer committee would be subject to the approval of Hon'ble Minister of Labour and Employment who is the Competent Authority.

5. The above guidelines are circulated to all Officers of the Central Labour Service and all Ministries/Departments/Organizations where CLS Officers are posted for their information and strict compliance.

This issues with the approval of Hon'ble LEM.

*Chandra*  
(Chandra Prakash)

Joint Secretary to the Govt. of India  
Tele-fax:23718635

To

**All Central Labour Service Officers.**

Copy for information and necessary action to:

1. Additional Secretary & DGLW, Ministry of Labour & Employment
2. Chief Labour Commissioner (Central), New Delhi.
3. Chairman & Director General, Ordnance Factory Board, Kolkata
4. Ministry of Urban Development, Directorate of Printing, Nirman Bhavan, New Delhi
5. Ministry of Urban Development, Director General( Works), Nirman Bhavan, New Delhi
6. Labour Welfare Commissioner (Central), Defence Research Development Organization, DRDO Bhavan, New Delhi
7. Labour Welfare Commissioner (Central), Directorate of Civilian Personnel, Ministry of Defence (Navy), 'A' Block, New Delhi
8. Labour Welfare Commissioner (Central), Master General Ordnance Branch, Ministry of Defence (Army), 'Sena Bhavan,ND.

9. Labour Welfare Commissioner (Central), Director General Quality Assurance, Ministry of Defence, G-Block, New Delhi
10. Ministry of Health & Family Welfare (Central Hospitals), Nirman Bhavan, New Delhi
11. Ministry of Agriculture, Department of Animal Husbandary & Dairying (DMS), Krishi Bhavan, New Delhi
12. Ministry of Science & Technology, Survey of India, Technology Bhavan, Mehrauli Road, New Delhi
13. General Secretary, CLS Officers Association, Room No. 608, Shram Shakti Bhavan, New Delhi

Copy also for information to:

- (i) PS to Hon'ble LEM
- (ii) PS to Hon'ble MOS(L&E)
- (iii) PSO to Secretary (L&E)



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NO.A-12034/1/87/CLS-1

Government of India/Bharat Sarkar  
Ministry of Labour/Shram Mantralaya

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New Delhi, Dated 14 April, 1988

OFFICE MEMORANDUM

Sub:- Posting/transfer of various grades of Officers of Central Labour Service - general policy regarding.

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The undersigned is directed to say that the postings and transfers of Labour Officers and Senior Labour Officers were governed under Rule 10 of the Labour Officers (Central pool) recruitment & Conditions of Service Rules, 1951 and O.M. NO.A 12034/1/83-PLD dt.26th October, 1983 issued thereunder. The said Rules stand repealed consequent on formation of the Central Labour Services (CLS). The Rules governing the Central Labour Service were notified on 3-2-87.

2. The Central Labour Service Rules envisage interchangeability of officers holding the posts of:

- (i) Assistant Labour Commissioner (C), Labour Officers and Assistant Welfare Commissioners;
- (ii) Regional Labour Commissioners (C), Senior Labour Officers and Deputy Director (Training); and
- (iii) Deputy Adviser (LW), Deputy Chief Labour Commissioners (C), Welfare Commissioner and Director (Training).

It has, therefore, been decided to withdraw the powers of intra-departmental transfers hitherto delegated to the various Ministries and Departments. This power will now be exercised by the Ministry of Labour in the interest of centralised administration of the CLS, and so as to promote allround skill development and homogeneous career management of the hitherto disparate strands of the constituents of the CLS.

3. All the Ministries/Departments are advised to intimate henceforth only the names of Officers who have completed four years of service in a particular establishment under their departments. The Departments concerned, may suggest their next place of posting in the establishments within their administrative control, which may be considered subject to the guidelines specified hereunder.

4. The Officers belonging to the Central Labour Service are liable to be transferred and posted to any part of India. Postings will be made keeping in view the need to expose individual Officers to all the different kinds of work entrusted to the Central Labour Service. Normally, no officer will be posted in the same establishment for more than four years and at the same station for more than 8 years.

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(14) 24/9/99

Transfers will not normally be made in the middle of the academic session, but may be ordered in exigencies of public service. The period of posting may be extended in deserving cases, eg., where an Officer is nearing retirement. Other reasons for any officer pending for any particular station will be considered on merits, but always subject to the principles of orderly cadre-management.

5. The receipt of this O.M. may kindly be acknowledged.

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Sd/- X X X X

( H. CHOSH )

Joint Secretary of Govt. of India

1. All Ministries and Departments
2. DG (LW)
3. CLC (C)
4. CLS-II