

**Dated 19.04.2022**

**Subject: Draft Transfer Policy for Officers/Staff of Petroleum and Explosives  
Safety Organization**

Draft transfer policy for Group 'A' officers of Indian Petroleum and Explosives Safety Service at Annexure-I and draft transfer policy for Group 'B' and Group 'C' official of PESO except Multi-Tasking Staff at Annexure-II are placed on PESO's website for a period of 21 days for seeking suggestions/objections from stakeholders.

2. The suggestions/objections, if any, may be sent to DPIIT to Shri Sushil K. Satpute, Director (Explosives), Room No. 260, Udyog Bhawan, New Delhi, e-mail [sushil.satpute@nic.in](mailto:sushil.satpute@nic.in), [expl-dipp@nic.in](mailto:expl-dipp@nic.in).

**POLICY TO REGULATE TRANSFERS/POSTINGS OF OFFICERS OF INDIAN PETROLEUM AND EXPLOSIVES SAFETY SERVICE IN PETROLEUM AND EXPLOSIVES SAFETY ORGANISATION**

The instant policy supersedes earlier instructions on transfer and posting of Group 'A' officers of PESO issued by this Department contained No. 26/9/2014-Expls dated 01.06.2015.

**1. Transfer liability**

All officers are liable to be posted in any of the offices of Petroleum and Explosives Safety Organisation, anywhere in India.

**2. Office Tenure**

Minimum tenure and maximum tenure in an office at a particular time i.e. cut-off date/31<sup>st</sup> March of the year, shall be 03 years and 05 years respectively. In case of National Academy for Petroleum and Explosives and Testing Station (NAPES) and Fireworks Research & Development Centre (FRDC), the tenure shall however be 02 years. Transfer before completion of minimum tenure may however be ordered in cases of administrative exigencies and/or on compassionate grounds.

**3. Station tenure**

Station tenure shall be for a period of maximum 10 years in the entire career of an officer.

**4. Re-posting restrictions**

An officer shall not be re-posted to the same office within 5 years from the date of his/her last transfer from that office. He/she may, however, be posted back to the same office at higher levels (Jt.CCE) after 3 years. In the case of CCE, this provision shall not apply.

**5. Posting in remote areas**

The normal tenure of posting in any North-Eastern region or any other hardship/difficult areas, as notified from time to time, by the competent authority, shall be 02 years.

**6. Transfer on promotion**

The promotions may normally entail a change in office/station.

**7. Request for retention before Transfer Committee**

Request for retention on compassion may be considered only till the maximum tenure at an office on the following grounds –

- (i) Superannuation within 2 years
- (ii) Working spouse
- (iii) Serious/terminal disease and/or extraordinary disabilities of self/family members
- (iv) Single lady officer

#### **8. Request for mid-term transfer before DPIIT**

Mid-term transfers will be considered only in exceptional circumstances or on administrative grounds. Such requests shall be made to DPIIT through CCE.

#### **9. Procedure for Annual Rotational Transfer**

An extensive exercise for rotation transfer will be undertaken on annual basis (Annual Rotational Transfer). The following procedure will be followed:

- (i) Applications for transfer will be invited in a prescribed format, by 15<sup>th</sup> December of the year preceding the Annual Rotation Transfer (ART) Year. In this regard, a circular to this effect will be issued by Explosives Section, DPIIT.
- (ii) All willing officers will submit their requests to respective HOO/Division Heads, who in turn will forward it to Explosives Section of DPIIT, along with their remarks/recommendations, and supporting documents, if any, by 15<sup>th</sup> January of each year.
- (iii) All requests of field offices shall be forwarded to the DPIIT in the prescribed proforma, latest by 15<sup>th</sup> February of each year.
- (iv) Orders for annual transfer shall normally be issued by 31<sup>st</sup> March of every year.
- (v) The cut-off date for calculation of number of years in an office/station shall be 31<sup>st</sup> March of the year.

#### **10. Annual Rotational Transfer Committee**

Transfer Committee shall be constituted for considering cases for transfers under ART. The composition of the Committee will be as under:-

- (i) Additional Secretary /Joint Secretary (Explosives), DPIIT -Chairman
- (ii) Director, Establishment Division, DPIIT- Member
- (iii) Chief Controller of Explosives-Member

The recommendations of the Committee will be placed before the Secretary, DPIIT for approval by 15<sup>th</sup> March of every year.

#### **11. Powers delegated to Joint Chief Controller Explosives**

A Joint Chief Controller of Explosives is authorized to order temporary transfer of any Dy. Controller of Explosives (Dy.CE)/ Controller of Explosives (CE) level officer under his/her jurisdiction for a period not exceeding 6 months during his tenure with the Jt.CCE, in order to cope up with emergent situations arising out of unforeseen circumstances and in the interest of official work. During these 6 months, the

temporarily transferred Dy.CE/CE officer shall continue to draw salary from last office, where he is permanently posted by Headquarters, PESO, Nagpur. In similar situations, Deputy Chief Controller of Explosives (Dy.CCE) may also be transferred by JtCCE with prior consultation with CCE for a period not exceeding 3 months. Intimation of such transfers shall be given to Explosives Section, DPIIT.

#### **12. Residuary jurisdiction and powers to relax**

DPIIT retains jurisdiction in all residuary matters and also to relax any of the provisions in deserving circumstances. In case of administrative exigencies, DPIIT may order any transfer beyond this policy.

#### **13. Compliance of transfer orders**

After issue of transfer orders, the controlling officers responsible for relieving the transferred officers will be responsible for its compliance. No leave to be sanctioned to any transferred officer, after his/her transfer, by the controlling officers.

**14.** It is stated that Chief Controller of Explosives shall sit at PESO, Headquarters at Nagpur and the seniormost JtCCE shall be posted at Faridabad Circle Office to assist DPIIT on policy matter.

**TRANSFER POLICY FOR GROUP 'B' and Group 'C' OFFICIALS OF PETROLEUM AND EXPLOSIVES SAFETY ORGANISATION**

**1. Transfer liability**

All officer/officials are liable to be posted in any of the offices of Petroleum and Explosives Safety Organisation, anywhere in India.

**2. Office tenure**

Minimum tenure and maximum tenure in an office at a particular time i.e. cut-off date/31<sup>st</sup> March of the year, shall be 05 years and 07 years respectively. Transfer before completion of minimum tenure may however be ordered in cases of administrative exigencies and/or on compassionate grounds.

**3. Station tenure**

Station tenure shall be for a period of maximum 10 years in entire career of an officer/official.

**4. Re-Posting restrictions**

An officer/official, normally, shall not be re-posted to the same office within 05 years from the date of his/her last transfer from that office.

**5. Posting in remote areas**

The normal tenure of posting in any North-Eastern region and any other hardship/difficult areas, as notified from time to time, by competent authority, shall be 2 years.

**6. Transfer on promotion**

The promotions will normally entail a change in office/station.

**7. Request for retention before Transfer Committee**

Request for retention on compassion may be considered only till the maximum tenure at an office on the following grounds –

- (i) Superannuation within 2 years
- (ii) Working spouse
- (iii) Serious/terminal disease and/or extraordinary disabilities of self/family members

- (iv) Single lady officer

## **8. Request for Mid-term transfer before PESO**

Mid-term transfers will be considered only in exceptional circumstances or on administrative grounds. Such request shall be submitted to CCE, PESO.

## **9. Procedure for Annual Rotational Transfer**

An extensive exercise for rotation transfer will be undertaken on annual basis (Annual Rotational Transfer). The following procedures will be followed:

- (i) Applications for transfer will be invited in a prescribed format by 15<sup>th</sup> December of the year preceding the Annual Rotation Transfer (ART) Year. In this regard, a circular to this effect will be issued by PESO, HQ, Nagpur.
- (ii) All willing officers/officials will submit their requests for transfer, to the respective HOO/Division Heads, who in turn will forward it to HQ, along with their remarks/ recommendations and supporting documents, if any, by 15<sup>th</sup> January of each year.
- (iii) All requests for inter-circle transfer shall be forwarded HOO, latest by 01<sup>st</sup> February of each year.
- (iv) The cut-off date for calculation of number of years in an office/station shall be 31<sup>st</sup> March of the year.
- (v) The order for annual transfer shall normally be issued by the PESO before 31<sup>st</sup> March of every year.
- (vi) A copy of order shall be forwarded to Explosives Section, DPIIT.

## **10. Annual Rotational Transfer Committee**

Transfer Committee shall be constituted for considering cases for transfers under ART. The composition of the Committee will be as under:-

- |       |   |           |
|-------|---|-----------|
| (i)   | Chief Controller of Explosives, PESO                                    | -Chairman |
| (ii)  | Jt.CCE and Chief Vigilance Officer, PESO                                | -Member   |
| (iii) | Seniormost Jt. Chief Controller of Explosives                           | -Member   |
| (iv)  | Jt. Chief Controller of Explosives (on rotation in alphabetical order)- | Member    |
| (v)   | Director/Deputy Secretary, Explosives Section, DPIIT                    | -Member   |

## **11. Powers delegated to Joint Chief Controller of Explosives.**

A Joint Chief Controller of Explosives is authorized to order temporary transfer of any Group 'B' and Group 'C' officer/official under his jurisdiction for a period not exceeding 6 months during the tenure of that officer/official, in order to cope up with emergent situations arising out of unforeseen circumstances and in the interest of official work. During these 6 months, the temporarily transferred Dy.CE/CE officer shall continue to draw salary from the last office, where he is permanently posted by Headquarters, PESO, Nagpur.

**12. Residuary jurisdiction and powers to relax**

DPIIT retains jurisdiction in all residuary matters and also to relax any of the provisions in deserving circumstances. In administrative exigencies, the PESO may order any transfer beyond this policy under intimation of DPIIT.

**13. Compliance of transfer orders**

After issuance of transfer orders, the controlling officers responsible for relieving the transferred officers will be responsible for its compliance. No leave to be sanctioned to any transferred officer/official, after his/her transfer, by the controlling officers.