

No. P-13011/16/2021-EXPLOSIVES-Part-I

भारत सरकार/Government of India
वाणिज्य और उद्योग मंत्रालय/Ministry of Commerce and Industry
उद्योग संवर्धन और आंतरिक व्यापार विभाग/Deptt. for Promotion of Industry & Internal Trade
(विस्फोटक अनुभाग/Explosives Section)

Udyog Bhawan, New Delhi, 110011
Dated: 9th February, 2023

OFFICE MEMORANDUM

Subject: Circulation of Transfer Policy of Group 'A', Group 'B' and Group 'C' officials of Petroleum and Explosives Safety Organisation, a subordinate office under Ministry of Commerce and Industry, Deptt. for Promotion of Industry & Internal Trade -reg.

The undersigned is directed to say that separate Transfer Policies for Group 'A' officers of Indian Petroleum and Explosives Safety Service (IPESS), Group 'B' and Group 'C' officials of PESO were placed on PESO's website on 19.04.2022 for a period of 21 days for seeking suggestions/objections from stakeholders. Thereafter, the objections and suggestions received were examined in this Department.

2. It is stated that the Transfer Policy attached at **Annexure-I** shall be applicable on all Group 'A' officers of IPESS and Transfer Policy attached at **Annexure-II** shall be applicable on Group 'B' & Group 'C' officials.

3. Secretary, DPIIT shall be the competent authority to relax the provisions of above transfer policies. Prior approval of Secretary, DPIIT would be mandatory for transfer of a Group 'A' officers.

4. These policies supersede the earlier instructions on transfer and posting issued by this Department. These policies shall be in force w.e.f. 01.04.2023.

This issues with the approval of Hon'ble Commerce & Industry Minister.



(Surendra Singh)

Under Secretary to Govt. of India

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Encl: as above

To

1. PS to Hon'ble Commerce & Industry Minister
2. PS to Hon'ble MoS(C&I)
3. O/o Secretary, DPIIT

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4. AS (Explosives), DPIIT
5. Chief Controller of Explosives, PESO, Nagpur
6. All circle and sub-circle office of PESO
7. All Group 'A', Group 'B' and 'C' officials (through PESO's website).
8. NIC, PESO with a request to upload the policy on PESO's website and develop an online portal for transfers in PESO immediately.
9. Guard file of Explosives Section

POLICY TO REGULATE TRANSFERS/POSTINGS OF Group 'A' 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 vide 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

The cut-off date for calculation of number of years in an office/station shall be 31st March of the year. An officer should ordinarily complete a minimum tenure of 03 years and maximum tenure of 05 years in an office at a particular time i.e. cut-off date/31st March of the year. However, the minimum tenure shall be 02 years in case of National Academy for Petroleum and Explosives and Testing Station (NAPES &TS), Fireworks Research & Development Centre (FRDC) and Sivakasi sub-circle office. Transfer before completion of minimum tenure may however be ordered in case of administrative exigencies and/or on compassionate grounds with the approval of Secretary, Department for Promotion of Industry & Internal Trade (DPIIT).

Total tenure at a station shall ordinarily be for a period of maximum 10 years in the entire service of an officer up to the level of Deputy Chief Controller of Explosives. However, all officers posted in PESO, Headquarters, Nagpur and Joint Chief Controller of Explosives may be given an exemption on the recommendation of Chief Controller of Explosives for 11th year and 12th year in case of administrative exigencies and/or on compassionate grounds only after the approval of the competent authority in the DPIIT.

The posting at identified sensitive posts in all offices of PESO shall be done as per the guidelines issued by Department of Personnel & Training (DoPT) and Central Vigilance Commission (CVC).

3. Posting in remote areas

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

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

Suresh Nigal
09/02/23

office at a higher level (Jt.CCE) after a minimum gap of 3 years subject to maximum tenure as may be applicable in his/her entire service. In the case of Chief Controller of Explosives, this provision shall not apply.

5. Transfer on promotion

The promotions shall ordinarily entail a change in office/station.

6. Request for retention before Annual Rotational Transfer Committee (ARTC)

Request for retention on compassionate ground before ARTC may be considered at an office on the following grounds –

- i. Superannuation within 2 years
- ii. Working spouse as per guidelines issued by DoPT
- iii. Serious/terminal disease and/or extraordinary disabilities of self/family members

7. Request for mid-term transfer before DPIIT

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

8. Annual Rotational Transfer Committee (ARTC)

The Annual Rotation Transfer Committee shall be constituted by DPIIT for considering cases for annual transfers, promotion, vacancies created on superannuation and sudden vacancies created due to unforeseen circumstances (death, VRS etc). The composition of the Committee will be as under:-

- i. Chief Controller of Explosives, PESO -Chairman
- ii. Senior most Jt.CCE, PESO – Member Secretary
- iii. Chief Vigilance Officer, PESO-Member
- iv. Director/Deputy Secretary, DPIIT nominated Member by Secretary, DPIIT

Meetings to consider annual transfers shall be held annually in the manner as mentioned in para-9 of this Policy. However, in the event of requirement, meetings of ARTC may also be held any time throughout the year for considering cases of transfer on promotion, vacancies created on superannuation and sudden vacancies created due to unforeseen circumstances (death, VRS etc).

Order for constitution of ARTC or any change in names of members in ARTC shall be issued by DPIIT as per requirement.

*Suresh kish
09/02/23*

9. Procedure for Annual Rotational Transfer

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

- i. Circular for inviting applications for transfer will be issued by Office of the Chief Controller of Explosives, PESO by 28th February of the Annual Rotation Transfer (ART) year, the calendar year, clearly mentioning opening date, closing date and details of online application portal. Applications for transfers shall be received through online portal/mode only. No application in physical mode shall be entertained. Only those officers shall be allowed to apply for transfers who have submitted their APAR and Immovable Property Return for the previous year.
- ii. All eligible officers will submit their requests online along with supporting documents, if any, within a period of 2 weeks from the opening date of online application.
- iii. CCE, PESO shall conduct ARTC meetings immediately after the closing date of online applications. The ARTC shall examine the request of the officers and submit its recommendation within 5 working days to Explosives Section, DPIIT. The recommendations of ARTC will be placed before the Secretary, DPIIT by Explosives Section for approval. Explosives Section shall convey the approval of the competent authority to PESO, HQ within 3 working days through online mode.
- iv. Orders for annual transfer shall ordinarily be issued by Office of CCE, PESO on the same working day, the day of receipt of approval from DPIIT.

10. Powers delegated to Joint Chief Controller Explosives

The Joint Chief Controller of Explosives is authorized to make temporary arrangement by transfer of any Dy. Controller of Explosives (Dy.CE)/ Controller of Explosives (CE) level officer under his/her jurisdiction for a period not exceeding 3 months during his/her tenure with the Jt.CCE against the vacant post(s) due to retirement on superannuation/death/VRS of any officer only, from the nearest office, if possible, under intimation to CCE, after due consideration the need of transfer, in order to cope up with emergent situations arising out of unforeseen circumstances and in the interest of official work. During these 3 months, the temporarily transferred Dy.CE/CE officer shall continue to draw salary from last office, where he is permanently posted by PESO, Headquarters, 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 all such transfers shall be given to Explosives Section, DPIIT immediately.

11. 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 and public interest, DPIIT may order any transfer beyond this policy.

*Suresh Kish
09/02/23*

12. 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.

13. It is stated that Chief Controller of Explosives shall be posted at PESO, Headquarters at Nagpur and the senior most Jt.CCE shall be posted at Faridabad Circle Office to assist DPIIT on policy matters.

*Suresh S/Sgt
09/02/23*

TRANSFER POLICY FOR GROUP 'B' AND GROUP 'C' OFFICIALS OF PETROLEUM AND EXPLOSIVES SAFETY ORGANISATION IN THE GRADE OF OFFICE SUPERINTENDENT, ASSISTANT, LOWER DIVISIONAL CLERK, UPPER DIVISIONAL CLERK, STENOGRAPHER-I, STENOGRAPHER-II AND STENOGRAPHER-III

1. Transfer liability

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

2. Office tenure

The cut-off date for calculation of number of years in an office/station shall be 31st March of the year. An officer/official should ordinarily complete a minimum tenure of 05 years and maximum tenure of 07 years in an office at a particular time i.e. cut-off date/31st March of the year. However, the tenure shall be 02 years in case of National Academy for Petroleum and Explosives and Testing Station (NAPES &TS), Fireworks Research & Development Centre (FRDC) and Sivakasi sub-circle office. Transfer before completion of minimum tenure may however be ordered in case of administrative exigencies and/or on compassionate grounds with the approval of the competent authority (Chief Controller of Explosives).

Total tenure at a station shall ordinarily be for a period of maximum 10 years in the entire career of an officer/official. However, an officer/official may be given an exemption on the recommendation of the respective Jt. Chief Controller of Explosives in case of administrative exigencies and/or on compassionate grounds with the approval of CCE, PESO for 11th year and Secretary, DPIIT for 12th year.

The posting at identified sensitive posts in all offices of PESO shall be done as per the guidelines issued by Department of Personnel & Training (DoPT) and Central Vigilance Commission (CVC).

3. Posting in remote areas

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

4. Re-Posting restrictions

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

Surendra kishor
09/02/23

5. Transfer on promotion

The promotions shall ordinarily entail a change in office/station.

6. Request for retention before Annual Rotational Transfer Committee (ARTC)

Request for retention on compassionate ground before ARTC may be considered at an office on the following grounds –

- i. Superannuation within 2 years
- ii. Working spouse to the extent possible as per guidelines issued by DoPT
- iii. Serious/terminal disease and/or extraordinary disabilities of self/family members

7. Request for Mid-term transfer before PESO

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

8. Annual Rotational Transfer Committee (ARTC)

The Annual Rotation Transfer Committee shall be constituted by PESO, Headquarter, Nagpur for considering cases for annual transfers, promotion, vacancies created on superannuation and sudden vacancies created due to unforeseen circumstances (death, VRS etc). The composition of the Committee will be as under:-

- i. Chief Controller of Explosives, PESO - Chairman
- ii. Senior most Jt.CCE, PESO - Member Secretary
- iii. Chief Vigilance Officer, PESO - Member
- iv. Jt. Chief Controller of Explosives (on rotation in alphabetical order of name of city station of Circle Office) - Member

Meetings to consider annual transfers shall be held annually in the manner as mentioned in para-9 of this Policy. However, in the event of requirement, ARTC may also be held any time throughout the year for considering cases of transfer on promotion, vacancies created on superannuation and sudden vacancies created due to unforeseen circumstances (death, VRS etc).

Order for constitution of ARTC shall be issued by Office of Chief Controller of Explosives (CCE), PESO, Nagpur as per requirement.

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. Circular for inviting applications for transfer will be issued by Office of the Chief Controller of Explosives, PESO by 28th February of the Annual Rotation Transfer

Suresh Kulkarni
09/02/23

- (ART) year, the calendar year, clearly mentioning opening date, closing date and details of online application portal. Applications for transfers shall be received through online portal/mode only. No application in physical mode shall be entertained. Only those officials shall be allowed to apply for transfers who have submitted their APAR and Immovable Property Return for the previous year.
- ii. All eligible officers/officials will submit their requests online along with supporting documents, if any, within a period of 2 weeks from the opening date of online application.
 - iii. PESO, HQ shall conduct ARTC meetings immediately after the closing date of online applications. The ARTC shall examine the request of the officers/officials and submit its recommendation within 5 working days.
 - iv. All exemption cases beyond the scope of this transfer policy shall be submitted to DPIIT by CCE for approval within 3 working days from the date of receipt of the recommendation of ARTC.
 - v. Orders for annual transfer shall ordinarily be issued in respect of remaining cases within 3 working days by Office of CCE, PESO on receipt of the recommendation of ARTC. Orders for annual transfer shall ordinarily be issued in respect of exemption cases within 2 working days from the date of receipt of approval from DPIIT.
 - vi. A copy of orders shall be forwarded to Explosives Section, DPIIT.

10. 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/her jurisdiction for a period not exceeding 3 months during the tenure of that officer/official against the vacant post(s) due to retirement on superannuation/death/VRS of any official only, from the nearest office if possible, under intimation to CCE, in order to cope up with emergent situations arising out of unforeseen circumstances and in the interest of official work. During these 3 months, the temporarily transferred officer/official shall continue to draw salary from the last office, where he/she is permanently posted by Headquarters, PESO, Nagpur.

11. 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 and public interest, the CCE, PESO may order any transfer in case of Group 'B' and Group 'C' official beyond this policy under intimation to DPIIT.

12. 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.

*Suneet NRS
09/02/23*

PREFERENCE FORM

(To be filled up by the officer concerned)

S.N.	Title	Detail
1.	Name	
2.	Designation	
3.	Date of Birth	
4.	Date of appointment in Govt. Service	
4.	Present posting detail (i) Address of place of posting (ii) date of joining	
5.	Contact detail; (i) Postal address (ii) Mobile, (iii) Landline; and (iv) E-mail ID	
6.	Previous posting details in PESO with tenure	
7.	Whether APAR of previous year has been submitted to reporting officer timely.	Yes _____ No. Please give reasons _____
8.	Whether IPR of previous year has been submitted timely.	Yes _____ No. Please give reasons _____

7. Preference for posting (Maximum three choices):

Order of preference	Station/Office:
1	
2	
3	

Note:- (i) No change in preference after submission by the officer/official to PESO, HQ shall be allowed under any circumstances.

(ii) If an officer/official fails to submit his/her preference by the cut of date for seeking preferences, he/she shall be considered at any location.

8. Request for retention, if any, as per provision of transfer policy. (Along with reasons for the same). Separate page and supporting document may be attached, if require.

Self-Declaration

I, Mr./Mrs./Ms. _____, do hereby solemnly affirm and declare that all information and particulars furnished here by me are true and correct to the best of my knowledge. I will present the supporting documents as and when required.

Date:
Place:

(Signature of the Officer)