

## **Transfer Policy of Petroleum & Explosives Safety Organisation (PESO)**

### **1. Introduction:**

1.1 PESO is primarily a knowledge-based organization concerned with the matters of such importance like implementation of statutes which has direct bearing on 'Public Safety' and therefore the development and proper deployment of its human resources is crucial and paramount important in the interest of safety. The purpose of this policy is therefore two fold -

(i) *Human Resource Development*, including career development and promotion of specialization and excellence particularly in context of e-Governance initiatives of PESO; and

(ii) *Human Resource Deployment* comprising of regular training/ refresher programmes, Posting, in order to ensure that officer are getting opportunity of physical visits/ inspections, handling of the technical issues related to specialized types of high technology premises like, Refineries/Gas Processing Plants/Petrochemical Complexes, Pipelines installation, High explosive manufacturing factories, Pressure vessels/ Gas cylinders and their safety fitting manufacturing units etc., which shall be imperative for them while heading a Circle or Sub-circle office and achieve the goals and objectives of PESO as mandated by the Government.

1.2 'Public Interest' and 'Optimum Utilization of its Available Human Resources' in the best interest of PESO in terms of its Vision and Citizens Charter is the guiding principle of this document. Deployment of officers that facilitate the growth of PESO as an organization needs to be affected

1.3 Owing to the paucity of manpower in PESO, reasonable efforts will be made to ensure that the technical expertise/ specialization available with officers is utilized to the maximum extent while considering their place of posting in order to achieve organization objectives. Keeping the above in view and exigency of work, CCE may post or transfer any officer in public interest.

### **2. Purpose:**

2.1 The purpose of this policy document is to provide guidelines and procedure to implement redeployment of officers of PESO from one station to another necessitated by reasons of requirements of PESO. The policy would also serve to fulfill the objectives stated there in.

### **3. Objectives:**

3.1 To facilitate career development of officers i.e. to prepare an officer for taking up higher responsibilities.

3.2 To ensure continuity of management and systematic succession planning for key posts in the middle and senior management level

3.3 To maintain and sustain the organizational growth

#### 4. **Guiding Principles:**

The following guidelines are to be followed while deciding transfer and posting of officers. The guidelines including tenure etc. may vary from rank to rank. The needs of the organisation shall have overriding priority over other factors. However, the guidelines which are common to all are as below:

4.1 Recruitment Rules of officers of PESO provides for all India transfer condition. PESO has pan India presence. All officers of PESO must expect to be transferred and posted in any of the offices in India in '*Public Interest*'.

4.2 The policy decisions involving enhancement of safety in manufacture, storage, use, transportation of hazardous chemicals, explosives, pressure vessels, gas cylinders, petroleum refining, pipelines etc including formulation/amendment of rules, communication with central/state governments, defence, district authorities, railways, port authorities, comments on accident investigation reports, court cases etc taken at HQ has overall impact on uniformity in decision making and implementation of policies in Circle & sub circle offices to ensure public safety. Therefore, posting at HQ has to be based on merit and aptitude. The general guiding principle for posting at HQ will therefore be aptitude for management and planning besides established expertise in technical areas of concern as evidenced from postings in Circle/Sub-Circle offices.

4.3 DIPP, Ministry of Commerce & Industry, New Delhi needs technical inputs very often while taking decisions on technical matters and policy related to PESO and every time it is difficult to depute officers from H.O. Nagpur. Hence, while deciding the posting of Jt. CCE in the North Circle, the officer having background of Head office working may be considered for posting at North Circle, Faridabad so that matters related to PESO may be resolved/disposed of speedily at the Ministry level.

4.4 Conscious effort will be made to ensure continuity of management and systematic succession planning for key posts in the middle and senior management.

#### 5. **Induction of New Officers:**

All possibilities will be explored to ensure that newly recruited Dy CE's are posted preferably at Circle offices (other than his home state or region of his home state) for initial exposure and on work training under JtCCE's. After the posting new officers shall be imparted training by the H.O. Subsequently, refresher courses shall be conducted by respective Circle heads atleast once in six months.

#### 6. **Categorization of Stations:**

6.1 HQ at Nagpur is unique by virtue of its specialized functions. It has therefore its own category as HQ

6.2 Circle and sub-Circle offices except Sivakasi sub-circle are doing almost same type of functions. Hence all Circle and sub offices are categorized as Category 'A' offices.

6.3 The remaining offices i.e. DTS and Sub-circle Sivakasi /FRDC are placed in category - B taking into consideration following factors-

- i. Opportunities available for learning i.e. career development. Some offices has functions/opportunity for specialty work experience.
- ii. DTS, Gondkairy Nagpur has unique facilities of learning testing methods for various type of explosives, fireworks, packages for explosives/ fireworks, safety fittings for petroleum road tankers etc.
- iii. Sivakasi (TN) being hub of fireworks industry in this country hence, Sub-circle Sivakasi / FRDC Sivakasi has unique opportunity of learning about fireworks manufacturing and R & D for the same.

## **7. Assessment and Deployment Committee:**

7.1 The CCE will appoint Assessment and Deployment Committee consisting of two senior most officers posted in H.O. and Dy CCE (Admin) as member secretary which will recommend posting and transfers of Gr. A officers up to the rank of DyCCE in accordance with these guidelines to CCE for further consideration

7.2 Recommendations made by the 'Assessment and Deployment Committee' will be considered by the CCE who will take final decision on posting and transfers in public interest.

7.3 Transfers of Jt CCEs will be decided by CCE himself considering suitability of officer for the circle office, availability of vacancy and will follow relevant guidelines given in this document. He will also record the justification for the transfer.

## **8 Rotational Postings:**

8.1 Officers on promotion will essentially be redeployed in another Circle as a matter of policy. Officers on verge of promotion should be considered accordingly.

8.2 Officers with 2 years of residual service before superannuation on request may be exempted from redeployment except in the case of promotions in which transfer will be effected as a matter of policy.

8.3 The normal tenure of officers at category 'A' location will be up to 3-5 years for considering redeployment on rotational basis as a matter of policy. However, the officer will be eligible for transfer on completion of three years.

8.4 The normal period of continuous stay at HQ will be 5 years which may be increased for the reasons stated at 4.2.

8.5 The normal tenure of officers at category 'B' location will be up to 2 years for considering redeployment on rotational basis as a matter of policy. However, if officer posted at category 'B' offices may request CCE to continue for one more year.

8.6 An officer will not be allowed to continue in a particular station for more than five years and for ten years during his/her entire service.

8.7 The general policy will be to rotate deployment of officer from one Category to other Category office to get more exposure of work.

8.8 Deployment and Redeployment of officers of PESO to stations in North Eastern Region should be so regulated that it generally conforms to Government policy in this regard (G.I.M.F.OM No.11(2)/97-E.II(B) dated 22.7.1998).

8.9 For the purpose of determining station tenure, the period spent at a station continuously shall be considered irrespective of the post held.

8.10 Permission for study outside office hours will not be a ground for retention in same station.

8.11 An officer will not be transferred within two years without valid reason, which will be recorded in time.

8.12 The officer who completes 3 years at category A station, 2 years at category B station and 5 years at Head Quarters may be considered for transfer. Such officers will submit three options/choices in order of preference for his/her next location to the Assessment and Deployment Committee by 31<sup>st</sup> December. The above options shall be outside the circle in which the officer is currently posted. Efforts shall be made by the Committee to accommodate the officer as per the options. However, submission of option/choices does not entitle the officer to get deployment as per his/her option/choice. The recommendations of the Assessment and Deployment Committee and decision taken by the Chief Controller of Explosives on the recommendations of the committee will be final and binding on all the officers.

8.13 The Chief Controller of Explosives may relax any of the above provisions and order transfer/posting or retention of officers keeping in view exigency of public service and administrative requirements.

## **9. Time Schedule for General Rotational Transfers:**

All transfer are to be carefully planned within reasonable space of time. To avoid dislocation/ discontinuity of work, large number of officials of one office is not transferred out simultaneously. As far as possible the transfers should take effect after the end of the financial year/academic year except those related with promotions. Transfers during the rest of the year should be ordered only to the extent it is absolutely necessary from administrative point of view and on account of Promotions/closure/opening of office, retirement, death, resignation of Officers.

9.1 The Assessment and Deployment Committee will prepare list and submit its recommendations to CCE latest by 15<sup>th</sup> February each year

9.2 Transfer orders will generally be issued by the end of February each year so as to ensure that the process of handing over and taking over charge at new stations is completed at the earliest and also academic years of children of officer is not adversely affected.

9.3 An officer likely to be promoted in coming year, may be considered for transfer and posting (irrespective of completion of tenure at old place) to the station where vacancy in higher post is available and officer will be able to join his promotional post at the new station.

9.4 Transfers during the rest of the year should be ordered only to the extent it is absolutely necessary from administrative point of view and

(i) to fill up a vacancy caused due to promotion, retirement, death, resignation of officers or other unanticipated event, and where the post cannot be kept vacant;

(ii) on compassionate grounds for reasons given in clause 10 below.

(iii) on account of transfer/closure/opening of office or any new and pressing requirement which could not be anticipated in advance

## 10. **Compassionate Postings and Transfers:**

10.1 Every officer is expected to serve anywhere in India in the public interest. However, in case it is possible to reasonably make alternative arrangements within the framework of this Policy, personal circumstances of the officers and their families will be given utmost consideration, and for this purpose,

(i) Where both husband and wife are in Central Government employment, posting to the same station shall be given due weightage subject to considerations of maximum tenure as per the Policy. This has to be in accordance with the DOPT OM No.F.No.2804/9/2009- Estt. (A) dated 30.09.2009

(ii) Where the officer or his spouse or minor children require to be at a location on account of availability of super-specialized medical services not available at present place of posting, posting to a station of choice (in order of priority) shall be given due weightage.

(iii) Physically challenged employees shall be considered for transfer to his/her hometown station under this clause based on nature and extent of the disability. Definitions of Categories of Disabilities have been given in Para 8 of DOPT OM No. 36035/3/2004-Estt (Res.) dated 29th December 2005 on the subject 'Reservation for the Persons with Disabilities'

(iv) DOPT guidelines issued vide their O.M.No.AB-14017/49/90 Estt (RR) dated 15.02.1991 and O.M.No.AB 14017/41/90 Estt.(RR) (Vol.II) dated 05.01.1993 in respect of the employees having mentally challenged child/spouse shall be followed.

(v) In case of an officer due to superannuate within 2 years, posting to a station of choice (in order of priority) shall be given due weightage. The request will be considered subject to availability of vacancy at the station chosen and administrative exigency.

(vi) An officer requests for retention in a particular station on the ground that his/ her child is studying in Class-IX or Class-XI, the Assessment and Deployment Committee may consider such requests to the possible extent subject to other clauses of policy document.

(vii) In case officer requests for transfer to a particular station on compelling personal grounds other than reasons mentioned in preceding para, the Assessment and Deployment Committee may consider such requests to the extent possible subject to other clauses of policy document.

10.2 Applications for posting on compassionate grounds shall be sent along with documents in support and shall be approved by the CCE for consideration during the next General Transfer.

## **11 Handing over/Taking over:**

11.1 All officers shall, on receiving the order of transfer, forthwith hand over charge to the officer and by such date specified in the order without delay and join at the new place of posting subject to instructions on availing joining time.

11.2 All officers while handing over charge shall in their charge report include a list of pending Court Cases, RTI Cases, Accidents Reports, Status of Audit Report compliance and such other important matters. It will be the responsibility of the head of office concerned to ensure completion of the pending inspection reports at the earliest.

11.3 The officer taking over charge or assuming charge shall bring to the notice of his superior in writing all such pending Cases and Reports and obtain his directions where ever necessary.

11.4 The head of each office will immediately notify change, if any, in CPIO of his office due to transfer and ensure that the particulars are updated accordingly on the website

11.5 Procedures regarding authorization in computerized system will be ensured by the head of office within a week

## **12 Transparency in Transfer:**

12.1 Subject to the provisions of this Policy, an officer with lesser tenure at a Station shall not be transferred out except on request or recurring complaints, unless all officers with a longer tenure than him in the same grade and stream have been included in the transfer order.

12.2 All transfer orders shall be published on PESO website in the interest of transparency.

**13. Transfer on Administrative Grounds or in Public Interest:**

Notwithstanding anything contained in this policy, CCE may, if necessary in public interest, transfer or post any officer to any station. An officer against whom the CVC or CVO has recommended initiation of vigilance proceedings should not normally be posted or remain posted at the station where the cause of the vigilance proceedings originated. He shall also not be posted on a 'sensitive' charge. This restriction will remain in operation until the vigilance matter is closed.

**14. Transfer on complaint basis:**

Where a complaint is received and in the opinion of the CVO for reasons to be recorded, continuance of the officer at the station will not be in the public interest, CCE may order the immediate transfer of the officer pending inquiry, to another Station.

**15. Appeal/Representations:**

15.1 Whenever a redeployment order is issued, the officer concerned shall comply with the order without delay. Grievance petitions from officers against transfer orders will be considered only after the officer joins the new place of posting and applies through proper channel. It is clarified that petitions shall not confer any right whatsoever on the officers to continue at their previous place of posting in defiance of the transfer order.

15.2 In the event of redeployment order not been stayed/modified/ cancelled, the head of office shall ensure that the officer is relieved within reasonable period from the date of order failing which head of the office shall be empowered to relieve the transferee officer by an order issued in writing which shall be binding in nature.

15.3 Attempt to influence deployment decisions by bringing political or external pressure of any kind will be dealt appropriately in accordance with provisions of conduct Rules. However, the general policy is to make deployment process so transparent and effective that no officer feels aggrieved to bring outside influence

**16. Earned Leave after issue of Transfer Orders:**

An officer under orders of transfer will not normally be granted or allowed to avail Earned Leave in normal course except on emergent situation before handing over charge.

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