

**Directorate General, Central Reserve Police Force, Block No.1,
CGO Complex, Lodhi Road, New Delhi-110003.**

(Ministry of Home Affairs)

No. T.IX-Inst/2022-DA.II-Min

Dated, the 27Sept.,2022

Standing Order- 04/2022

Subject : TRANSFER POLICY OF GROUP- 'A' OFFICERS (UP TO THE RANK OF DEPUTY COMMANDANT), GROUP-'B' & 'C' OFFICIALS/PERSONNEL OF THE FORCE

Summer Chain Transfer (SCT) in 2022 have been issued by Directorate General through "System for Annual Transfer Over Software"(SANTOS). Various instructions, signals have been issued in this regard from time to time and explained through presentations, personal interactions through VC to all concerned. All concerned officers, officials, personnel, Units/Sectors/Zones/Dte have performed the tasks required from them and 59,553 transfers were issued through 'SANTOS' in 2022. Following are the main policy guidelines for transfers in this regard.

2. Application

These transfer guidelines will apply to Group- 'A' officers (up to the rank of Deputy Commandant) of Executive/Ministerial/Stenographic/Official Language/Para Medical Cadre, Group- 'B' & 'C' Officials/Personnel(including Mahila) of the General Duty (GD)/Pioneer/Signal/ Ministerial /Para Medical Staff/ Stenographic /Official Language/ Technical/ Tradesman & MTS cadres etc. in Central Reserve Police Force.

3. Definition

Terms and expressions used in this order are defined as under:-

- a) **Competent Authority** – means the authority empowered to order transfer.
- b) **Officer**- means a Group 'A' officer (AC/DC) of Executive & other cadres of Central Reserve Police Force.
- c) **Official/Personnel**- means a Group- 'B' & 'C' Official/Personnel of different cadres of Central Reserve Police Force.
- d) **Tenure** – means the period of continuous posting in a particular station/area/region/NCR(including Govt. duty/attachment etc. beyond 90 days). In case any official is on attachment/temporary duty from a specific area for more than 90 days, the period of such attachment/temporary duty will be counted towards tenure of that specific place where he is attached or on temporary duty.

- e) **Cooling off period**- means reckoning of period between two consecutive postings to a Unit/establishment located in particular Region.
- f) **National Capital Region (NCR)** -means all CRPF offices/Battalions located in Delhi, New Delhi, Gurugram, Faridabad, Sonapat, Noida, Greater Noida&Meerut.
- g) **Attachment**- means temporary transfer at a place other than the declared headquarters.
- h) **Family**- means spouse, children and parents/family members.
- i) **Home Posting** - means posting to the station/place/NCR falling within home state.
- j) **Special Operation Zone** – means posting to Units in Category-'A'.
- k) **Hard Field Area**- means posting to units in Category-'B' .
- l) **ModerateField Area**- means posting to unitsin Category-'C'.
- m) **Field area**- means posting to a location of unit in Category-'D'.

4. **Classification of CRPF Stations**

The classification and ranking of CRPF stations/formations will be done by Ops Directorate as under:-

- (A) **Category - "A"**
Units and Offices categorized under "A" Category.
- (B) **Category – "B"**
Units and Offices categorized under "B" Category.
- (C) **Category – "C"**
Units and offices categorized under "C" Category
- (D) **Category – "D"**
Units and offices categorized under "D" Category.

5. **Transfer**

The transfer of officers/officials/personnel will be broadly classified in three types viz. Summer Chain Transfer, transfer on operational & administrative requirements including promotion and transfer on request/exceptional cases.

(A) **Summer ChainTransfer**

- (a) Summer Chain Transfer will cover the transfer cases of officers/officials/personnel who have completed/completing prescribed tenure at a particular unit/establishment as on prescribed cut-off date.

- (b) All Summer Chain Transfers of officers/officials/personnel upto the rank of Deputy Commandant will be issued by Directorate General through "System for Annual Transfer Over Software"(SANTOS). Software will issue transfer order to concerned Unit/Estt. There will be a well-defined role of Unit/Sector/Zone/Dte in the software based transfer system.
- (c) Cases of those who are due for superannuation by 30th June of subsequent year of a particular year of SCT, may be administratively allowed to stay till superannuation.
- (d) The eligibility criteria for first posting for static units/offices in Category-'D'/Home State will be after completion of 06/08 years (Officers/SOs-06 Years & ORs- 08 Years) in SOZ & field units.
- (e) The representation of Home state may not exceed beyond 50% of the total posted strength of that rank.
- (f) On completion of tenure, officers/officials/personnel will be posted to different region. The Officers/officials/personnel may be posted to SOZ/Valley for one more tenure depending upon the Adm/Ops requirements.

(B) Transfer on promotion/repatriation/newly appointee etc.

(a) **On Promotion**

Officers/officials/personnel in whose cases MFS is required for next promotion as per RRs may at first instance be posted to a unit/establishment where duty is counted as field service. On promotion, officers/officials/personnel posted in field units may also be considered for retention till completion of their normal tenure subject to availability of vacancy.

(b) **Repatriation from deputation**

Officers/officials/Personnel repatriated from deputation may invariably be posted to units deployed in Category-A (Special Operation Zone) or Category-B (Hard Field Area) keeping in view age criteria wherever applicable subject to availability of vacancy.

(c) **Newly appointed after Basic training**

Officers/officials/personnel including LDCE should be posted to duty Bns deployed in SOZ, CoBRA, LWE Bns, Kashmir/N.E. difficult interior areas. They may not be posted or attached to units/establishments in category-'D'. Newly appointed officials/personnel belonging to Ministerial/Para Medical Staff/ Stenographic/Official Language/MTS cadre will also be posted to Units/Offices/ Hospitals as mentioned above. However, in case of non-availability of vacancy, they may be posted to the place as per administrative/operational requirements of the Force.

(C) Compassionate/Administrative Transfer

If after SCT an officer/official/personnel approaches for transfer on compassionate grounds, concerned Unit/Sector will examine his case and if it finds merit, his case will be forwarded to Dte with the recommendation of appropriate authority for final orders.

Similarly, if it is found that an officer/official/personnel needs to be transferred before completion of normal tenure due to administrative/ operational requirements, his case will be similarly forwarded to Dte.

- (D)** Directorate may issue transfer of officers/ officials/ personnel at any time keeping in view administrative exigencies & operational requirements of the Force.
- (E)** Political approach / approach through outside agencies for transfer will not be considered and such officers/officials/personnel be dealt with suitably as per provisions of Rule 20 of CCS (Conduct) Rules, 1964 read with S.O. 22/2002 and other existing Govt. guidelines.

6. The Sumer Chain Transfer will be done through 'SANTOS' Software. All those who are eligible for transfer will be identified and their names will be checked and approved by concerned Unit/office. All concerned will be allowed to fill preferences/choices. After this transfer will be issued through Software.

- (a) Every officer/official/personnel will be able to give preferences/choices in various eligible Units/Offices. The maximum number of preferences which can be given in various categories will be decided by Dte. Preferences are to be filled up very carefully keeping in view of the vacancies and hardship score. Filling up the preferences is not a guarantee for posting to preferred unit/establishment. Also no officer/official/personnel can lay claim for any particular post or location.
- (b) Hardship score for transfer will be based on the location of unit/establishment HQr at a particular place. The hardship score is liable to be changed depending upon the operational and other administrative consideration of the particular area. The points for home posting will be reduced as decided by Directorate.

7. Special Category/Retention

Any officer/official/personnel can apply for special category/retention. Only exceptional and genuine cases will be considered under these two categories. If any officer/official/personnel feel that his case should be considered separately under Special or retention, then he will have to apply along with required documents as main grounds for considering under this category.

Merely applying under these categories does not create any right for posting under these categories. The Board of officers at Unit/Sector/Directorate level will scrutinize their cases and only suitable cases will be finally allowed. If found

suitable, he may be posted considering the request, facilities of treatment, provision to keep family, available vacancies and other administrative/ operational constraints etc., to a suitable places which may even be different from preferences given. The cases which can be considered under this category may be as under:-

(i) **On Medical grounds**

Posting of officers/officials/personnel on medical grounds (including spouse and children) suffering from following illness may be considered based on the request or as per availability of treatment facilities subject to availability of vacancy. Their posting may be considered as per their status of health as certified by Medical officer/Composite Hospital or recent medical documents:-

1) Infertility	2) Cancer	3) Paralytic Stroke	4) Renal failure
5) Coronary artery disease, Thalassaemia,	6) Parkinson's disease	7) Motor-neuron disease	

(ii) **Officers/Officials/Personnel having Autistic child**

Such officers/officials/personnel can be considered for posting to suitable places keeping in mind facilities of treatment, available vacancies and other administrative/ operational constraints etc.

(iii) Apart from above, the following cases may be considered under special category subject to Ops/Adm constraints and availability of vacancies:-

- a) Divyang warriors
- b) Injured seriously in current posting in operational duties and undergoing treatment.
- c) Sudden death of spouse or child.
- d) Gallantry Medal awardees in current posting

(iv) **Couple posting**

Where both Husband and Wife are members of CRPF can apply for couple posting. Their cases will be examined and may be considered for posting in alternate tenure of SCT at same place or any other alternate place/Unit which are nearby and not more than overnight journey.

(v) **Veer Nari**

Veer Nari may be rotated within their home State or neighbouring State as per tenure policy.

(vi) **Terminal Posting**

The officers/officials/personnel who are due to retire within 2 years to be reckoned from the cut-off date, may be considered for a terminal posting to his place of preference or to the nearby place/station/region

covered by overnight journey by train provided he was not posted there in previous tenure.

- (vii) The officers/officials/personnel who have not availed home state/choice posting in 20 years of service.

8. Normal Tenure

- (a) The normal tenure will be as under subject to the provisions of para-8 (b) of this S.O:-

- i) Field Bns in category- 'B' & 'C' - (a) 04 Yrs for Group
/SDG/PDG/VIP Security Bns 'B' & 'C' GD/Signal
personnel
- (b) 03 Yrs for all
except above

- ii) SOZ Bns/CoBRA Bns/RAF - 03 yrs
Bns/Signal Bns/other
Estt/Instns

- iii) Mahila Group- 'B' & 'C'
(GD/Tech/Tradesman)
personnel:

- (a) Mahila Bns/RAF Bns/other - 04 yrs
Bns

- (b) Other Estt/Instns - 03 Yrs

- (b) As CRPF is Central Armed Police Force of GoI constituted under Special Act and is tasked with important operational duties regarding maintenance of security of the nation, therefore there are certain operational and administrative requirements of the Force. In view of such requirements, any officer/official/personnel may be posted to any Unit or office at any point of time. The above policy does not create any right for any officer/official/personnel for posting to a particular place or for a particular tenure as mentioned in Para-8 (a).

If during the posting of any officer/official/personnel it comes to the notice of the supervisory/senior authorities that officer/official/personnel needs to be transferred out at any time from present place due to administrative or operational reasons, then the concerned authority may transfer such officer/official/personnel at any time to a suitable place.

9. Cut-off date

The cut-off date for completion of tenure will be as decided by the Directorate for that year.

10. Time schedule for Summer Chain Transfer

The time schedule for Summer Chain Transfers will be issued separately by Directorate every year. Efforts will be made to complete the process and issue transfer orders through "SANTOS" by 31st March of the year of SCT.

11. Relief on transfer/promotion

- (i) All transferees whose transfer is ordered including promotion should be relieved as early as possible but not later than 20 days from the date of issue of transfer order, so that the transferees join the new unit/office in time.
- (ii) In case a transferee has represented against the transfer and no reply has been received on the representation from the competent authority who issued the transfer order, the transferee should invariably be relieved within the stipulated time of 20 days irrespective of the fact whether decision on the representation has been received or not from the competent authority.
- (iii) Retention of officers/officials/personnel under order of transfer beyond the stipulated time period of 20 days will be done only with prior permission of the transferring authority. If the Ops controlling authority feels retention of the transferred officers/officials/personnel beyond the admissible 20 days due to extreme and inescapable Ops/Adm commitments is required, they may take up the case with the transferring authority directly, justifying the circumstances under which retention is required. The orders of the transferring authority, on such a reference, should be implemented without fail. In the absence of a response, the officers/officials/personnel should be relieved. Concerned controlling authority will be personally responsible for ensuring this.
- (iv) Officers/officials/personnel posted in units deployed in Category "A" may be relieved in phased manner depending on Ops requirements. Concerned Ops authorities should monitor such cases.

12. Procedure of representation

All representations against transfer made through SANTOS portal be submitted in SANTOS portal only. Representation against transfer should be submitted through respective Sectors in SANTOS portal as per following time frame from the date of issue of transfer order for its expeditious disposal within stipulated time of 20 days so as to enable concerned H.O.O. to relieve the transferee in time:-

- | | | |
|-----|-------------------------------|------------------|
| i) | From Units/Offices to Sectors | - Within 07 days |
| ii) | From Sectors to Directorate | - Within 03 days |

Representation against transfer if any, submitted by the officers/officials/personnel will be thoroughly scrutinized by the concerned Head of

Office/Sector and their recommendation should be recorded in SANTOS portal before forwarding to this Dte.

No representation/application against transfer will normally be entertained after prescribed timeline fixed above. In case, no reply is received from the competent authority, it should be presumed that the representation has been considered and turned down and the officer/official/personnel concerned should be relieved within stipulated period of 20 days.

13. Criteria for Posting to specialized Units viz. Training Institutions, VIP Security Bns, CoBRA Bns, PDG, SDG & Bns deployed in SOZ

Officers/officials/personnel will be posted to specialized Units/SOZ viz. Training Institutions, VIP Security Bns, CoBRA Bns, PDG, SDG & Bns deployed in SOZ generally as per criteria annexed in **Appendix-'A'**. The Competent Authority may change/relax one or more criteria depending upon operational and administrative requirements of the Force. In view of the special requirements of these Units, Dte may decide to do posting in some of these units manually. Other provisions for induction/de-induction in CoBRA Bns required for officers/officials/personnel will be as per the instructions issued from time to time.

14. Posting of officers/officials/personnel of specific branches

Posting of officers/officials/personnel of specific branches viz. BDD squad, K9 (Dog Handlers), Band, Pioneer Wing, Intelligence set ups, CWSs/AWSs/SWSs/MWSs, Legal branch & officers in Communication branch will be done manually.

15. Cooling off

- (i) The normal cooling off for subsequent posting in Home State & NCR will normally be 06 years.
- (ii) The cooling off period for subsequent posting in SOZ & CoBRA will normally be 06 years.
- (iii) The cooling off period to previous place of posting will normally be 06 years.

16. Departure of instructions

Any departure from the above instructions will be with the approval of Director General, CRPF. Directorate General may issue any order of transfer overriding transfer policy due to operational/medical/administrative or any other exigency.

17. This supersedes all previous S.O. No. 11/2002, 07/2014, 07/2015, 09/2015, 03/2016 and its addendum earlier issued by this Dte General from time to time from the date of issue of this Standing Order.

Sd/- 27/09/2022
(Kuldiep Singh) IPS
Director General

No. T.IX-Inst/2022-DA.II-Min

Dated, the 27 Sept.,2022

Copy forwarded to the following for information and necessary action:-

1. The Spl DsG, Central /J&K/NE & Southern Zones, CRPF.
2. The ADG CRPF Academy, Kadarapur.
3. All Sector IsGP including Ops Sectors, CRPF.
4. The IG / Director, ISA CRPF Mount Abu.
5. The IG/Medical Supdt, 100 Bedded Composite Hospitals CRPF ,New Delhi/ Hyderabad/ Guwahati and Jammu.
6. The IsG CIAT School, CTCs, CSJWT, CRPF.
7. All Range DIsG including Ops Ranges, CRPF.
8. All DIsG Group Centres /PDG CRPF.
9. The DIsG CWS, CRPF, Rampur/ Pune and Siliguri .
10. The DIsG (Medical), 50 Bedded Composite Hospitals, CRPF .
11. The DIG/Principal RTCs, CTC (T&IT) and DB & TS ,CRPF.
12. The DIG RAPO/IIM , CRPF .
13. The Commandant all Bns including Mahila/Signal/RAF/CoBRA/SDG .
14. The OCs AWS.

Sd/- 27/09/2022
(Rajesh Kumar)
DIG (Org)

INTERNAL :-

DC (PPS) to DG.

DC (PPS) to ADG (HQr)/ADG (Ops) and ADG (Trg).

AC(PS) to IG (Pers)/(Ops)/(Estt)/(Adm)/(Trg) /(Prov)/ (Works)/ (Comn& IT)/Int/VS Wing/FA/ IG/Dir(Med).

DIsGAdm/Pers/ Estt/Ord/ Ops/Trg/Comn/Rectt/CR&Vig/Prov/MT/ Welfare/ Works/Int/Eqpt/ IT and Law.

Commandant GO's (Entt) Section/ Dy.FA/PRO.

All Branches of Dte.

Guard File.

Preferable Qualitative Requirements for Directorate General and specialized units/institutions

Name of Specialized Units/ Instn	Qualitative Requirements for specialized units/offices
(For officers/officials/ personnel of Ministerial cadre)	
Directorate General	(a) Having capability of good noting/drafting. (b) Three "Very Good" grading in APARs of last 05 years. (c) Clean record of service. (d) Computer knowledge will be given preference. (e) Completed 04 years cooling off period for re-posting to Directorate.
(For officers/officials/ personnel of GD cadre)	
Training (including CRPF ACY/ ISA M. Abu	No Age bar. Training staff having preferably AX/AY/BX/BY grading. Personnel not having this grading but otherwise suitable may also be considered for posting. This criteria is not applicable for Adm staff.
VIP Security Units	Smart, Physically fit (Shape-I) and mentally alert. Age criteria (in Yrs) :: DC/AC- No age criteria, Insp-Below 48, SI/ASI- Below 50, HC-Below 45 , CT- Below 35 &Tech/Tradesmen-No age limit. Successful completion of Pre –Induction Training and SSQ is mandatory. CT with minimum 3 years of service. Personnel who have already served in SDG/PDG and posted out/repatriated from SDG/PDG on adverse remarks will not be assessed for VIP Security Bns.
CoBRA Units	Shape-I and Physically fit. Age criteria (In years) :: Dy Comdt- Below 43, Asstt. Comdt.- Below 40, Inspector-Below 40, SI/ASI-Below 42 for SOZ CoBRA &below 48 for non SOZ CoBRA, HC-Below 43, CT-Below 30 &Tech/Tradesmen-No age limit. Successful completion of Pre –Induction Training is mandatory.
SDG	Smart, Physically fit, mentally alert and unimpeachable integrity. Age criteria (in Yrs) :: DC- Below 40, A/C- Below 38, Insp/SI- upto 45, ASI- Upto 45, HC-Upto 45 , CT-Upto 30 &Tech/Tradesmen – No age limit. SIs and CTs with minimum 3 years of service after basic training. Will bear a good moral character and also have very good service record. Successful completion of Pre –Induction Training and SSQ is mandatory.
PDG	Smart, Physically fit, mentally alert and unimpeachable integrity. Age criteria (in Yrs) :: DC- Below 40, A/C- Below 38, Insp/SI- upto 45, ASI- Upto 45, HC-Upto 45 , CT-Upto 30 &Tech/Tradesmen – No age limit. SIs and CTs with minimum 3 years of service after basic training. Will bear a good moral character and also have very good service record. Successful completion of Pre –Induction Training and SSQ is mandatory.
SOZ Units	Shape-I and Physically fit. Age criteria (in Yrs):: DC/AC- Below 45, Insp- Below 50, SI/ASI- Below 52, HC- Below 45, CT- Below 35 yrs. Tech/Tradesmen – No age limit.
Additional factors may also be taken into consideration depending upon requirements/inputs given by concerned Sectors of specialized Units/Institutions.	

Note: Depending on Adm/Ops constraints, persons lacking in one or other may also be posted to concerned branch.