

**No. 502 / 10 / 81 - TV**  
**Government Of India**  
**Ministry Of Information & Broadcasting**

**New Delhi, Dated: 10.09.1982**

To:

The Director General,  
Doordarshan, Mandi House,  
New Delhi.

Subject:- Transfer Policy.

Sir,

I am directed to say that in supersession of all previous orders issued on the subject either by the Ministry of Information & Broadcasting or by the Directorate General, Doordarshan, it has been decided that subject to exigencies of public service, the transfers of personnel employed in Doordarshan should henceforth be regulated by the following principles:-

- i) The Kendras/ offices of Doordarshan will be categorised into 'A' & 'B' as indicated in [Annexure](#), for the purpose of fixation of tenure of personnel at these Kendras/Offices. This categorisation may be reviewed by the Government from time to time.
- ii) The normal tenure at Kendras/offices categorised as 'A' and 'B' will be four years.
- iii) Locally recruited members of staff of Group 'D' and other low paid employees would normally not be transferred except on promotion or on receipt of a written request from the employee in question.
- iv) Transfer of the other non-gazetted staff posted at Category 'A' and 'B' Centres may not be made as a matter of routine after expiry of the normal tenure of four years.
- v) Normally, on first appointment as a Director, an officer will be posted at a 'B' Centre before being considered for holding charge at an 'A' Centre.
- vi) An Assistant Station Director on his first promotion/appointment, will not be posted to a Centre where he has to work independently. Likewise, a Station Engineer on his first promotion will not be posted to a Centre where he will have to work independently.
- vii) At lower levels in the Programme Cadre, officers will normally be given an opportunity to serve at both 'B' and 'A' Stations, to enable them to gain experience of all aspects of telecasting.

viii) When the question of transfer is considered, as a normal rule, a person with the longest continuous stay at the Centre, irrespective of the rank(s) held by him earlier, should ordinarily be transferred first. For this purpose, the service rendered at a Centre as a local recruit will not be taken into consideration for determining the length of continuous stay at that Centre. Also, the actual period of continuous service at the site(s) of installation(s) will be excluded for computation of continuous stay provided the period of stay at the installation is more than ninety days in a calendar year.

ix) Persons over the age of 45 years shall not be ordinarily posted to a station of high altitude, which term for the purpose will mean a station located at an altitude of 2250 meters or more above mean sea level.

x) For the purpose of determining the date of completion of his tenure, all kinds of leave availed of by an officer after posting to Category 'C' station will be excluded except the leave availed of by him during his such posting upto the extent of "Earned Leave" earned by him at that station.

xi) Six months before expiry of normal tenure of posting at a station, an employee may indicate his choice of minimum of three different stations where he would like to be preferably posted and such option may be taken into consideration before his next posting is decided.

xii) In the matter of posting, officials who have not already been posted at a particular station, shall have precedence over others who have already had full tenure at that station.

xiii) Members of staff who are within three years of reaching the age of superannuation will, if posted at their home town, not be shifted there from. If it becomes necessary to post them elsewhere, efforts will be made to shift them to or near their home towns to the extent possible.

xiv) The transfers of members of staff who have been given specialised training, either in India or abroad, and those who are found to have aptitude for research work will be guided by consideration of fully utilising their training/ talents, than by any other considerations herein.

xv) Only the Chief Executive of the Central Body of a recognised Association/ Union/ Federation as defined in the constitution of that Association/Union/Federation, or where the Chief Executive has not been specifically defined in the constitution of such an Association/ Union/ Federation, the General Secretary thereof, may, if he is posted at a centre/office outside Delhi/New Delhi, be brought on transfer to a centre/office at Delhi/ New Delhi. In case, however, he is already posted at a centre/office in Delhi/New Delhi, he will not be transferred to a centre/office outside Delhi/New Delhi so long as he continues to hold the office by virtue of which he is entitled to be retained at Delhi/New Delhi.

xvi) Efforts will be made to the extent possible to see that husband and wife serving in Doordarshan are posted at one place, if they so desire.

xvii) Transfers will as far as possible be synchronised with the end of the academic year so that the education of children does not suffer.

xviii) An index card for each employee may be maintained at Directorate or Doordarshan Kendra as the case may be. This index card will contain the record of the employee's previous postings/transfers and also his latest choice of stations of next posting and would be consulted before every transfer/posting.

2. Transfer policy, as enunciated above, should be implemented as objectively as possible. If any exception is required to be made, it should be got approved at the highest level in the Directorate.

Yours faithfully,

sd/-

( B. S. SANDHU )

Under Secretary to the Govt. Of India.

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