

No. A-22011/03/2012-E-1  
Government of India  
Ministry of Road Transport & Highways  
(Establishment –I Section)

New Delhi, the 8<sup>th</sup> January, 2012

**OFFICE ORDER NO. 5 /2012**

With the approval of the competent authority, it has been decided to lay down the following policy of rotational transfer in respect of Section Officers, Assistants, UDCs, LDCs and MTS within this Ministry to help the employees in enriching skills, experience and ability to perform different types of work and also to comply the instructions received from Central Vigilance Commission time to time.

- (i) Tenure of any official in a Sensitive Section must be restricted upto 3 years and that in Non-sensitive Section upto 5 years.
- (ii) Any officer/official working in sensitive/non-sensitive zone may be transferred before completion of tenure on specific complaint.
- (iii) Any extension, if required in public interest, will be granted only upto period of 2 months in case of sensitive section and 3 months in case of non-sensitive section.
- (iv) The proposal of Rotational Transfer will be initiated on half yearly basis i.e. in month of January and July to consider the transfer to be implemented in next 6 months.
- (v) Request for retention on public interest will be granted only in rare cases with the specific approval of Secretary (RT&H) on functional and administrative requirement.
- (vi) An officer/staff member who is to retire within 12 months, in any grade, will not ordinarily be transferred.
- (vii) The officers/officials who are in the zone of consideration for promotion or likely to be promoted may not be transferred.
- (viii) The officers/officials who are due for rotational transfer as per DOP&T's Rotational Transfer Policy may not be transferred.
- (ix) This shall, however, not prevent any transfer made in public interest at any point of time during the year or transfers made due to unforeseen contingencies.
- (x) Establishment Division will prepare a list of officers/officials due for transfer under RTP and would notify the same indicating their previous posting, well before the due date of transfer. In addition to this Establishment Section will seek three options from the concerned officers/officials.

Cont/-

(xi) If any outside influence to bear upon any superior authority to further his/her interest in respect of matters pertaining to his/her transfer/posting shall be liable to initiate disciplinary action as per rule.

  
(H.R.Meena)

**Under Secretary to the Government of India**  
**Tele No.23717379**

Copy to:

1. All Section Officers/Assistants/UDC/LDC/MTS, Ministry of Road Transport & Highways.
2. PPS to Secretary (RT&H).
3. PPS to Joint Secretary (Estt.); M/o RT&H.
4. All Sections, M/o RT&H.
5. Notice Board.
6. NIC – with the request to upload this Office Order.
7. Office Order Bundle.