

D-11018/9/2014-Regions  
Government of India  
Directorate of Estates  
Regions Section

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Nirman Bhawan, New Delhi  
Dated:24.12.2014

**OFFICE MEMORANDUM**

Subject: Transfer Guidelines for Lower Division Clerks posted in Regional Offices under the administrative control of Directorate of Estates.

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The undersigned is directed to say that the Directorate of Estates, an attached office of the Ministry of Urban Development, Nirman Bhawan, New Delhi has eight (8) regional offices under its administrative control at different places i.e. Kolkata, Shimla, Chandigarh, Faridabad, Ghaziabad, Mumbai, Nagpur & Chennai, which are administered by the Assistant Estate Managers/ Estate Managers. The Lower Divisional Clerks (LDCs) in these regional offices are recruited through the Staff Selection Commission (SSC) and on posting in the regions their service are governed by the Directorate of Estates.

2. The LDCs posted in the regions are not normally transferred from one regional office to another regional office. However, this Directorate has been receiving requests from LDCs for transfer from one regional office to another regional office on different grounds. As the Directorate had no guidelines in this regard, such requests for transfer could not be considered. The matter has now been considered and examined in the Directorate and has been decided to frame transfer guidelines for LDCs as under:

- a. The transfer requests may be considered subject to availability of vacancy/ requirement at the region requested for,
- b. Medical grounds of himself/herself and his/her family members subject to the submission of the relevant medical certificates to be issued by the Medical Board consisting of at least three doctors duly countersigned by the Medical Superintendent from Government Hospital.

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- c. in case of administrative exigency wherever there is a shortage of staff and the work of the office requires additional staffing for smooth functioning in public interest.
  - d. The transfer, however, will be subject to successful completion of probation period or stay of minimum period of two years in one regional office wherever applicable and whichever is earlier.
3. He / She will not be entitled for any claim of TA/DA and joining time and his pay will be fixed under the FR 22 (I) (a)(3) i.e. Fixation of pay on transfer to a lower scale at own request; when a Government servant is appointed to a new post at his own request under FR 15(a) and if the maximum pay in the time scale of the new post is lower than the pay drawn by the Government servant in the old post held by him on regular basis, his initial pay in the new post will be fixed at the maximum of the scale of pay of that post.
4. It is imperative to mention here that the transfer request of LDCs from one regional office to other regional offices will be subject to the approval of the Director of Estates and their request for transfer will be reckoned/ considered on the basis of their seniority i.e. Date of Joining and further stated that in case of transfer is made on personal request/ grounds, the concerned official will be placed in the seniority as the junior most in new place of posting and his claim vis-à-vis the seniority in new place of posting will be not considered on any grounds.
5. This issues with the approval of the Secretary (UD).



(M.K.Sharma)

Deputy Director of Estates (Regions)

To

1. All the Assistant Estate Managers/ Estate Managers.
2. Sanction folder.
3. ✓ NIC, Directorate of Estates for uploading on official website.



(M.K.Sharma)

Deputy Director of Estates (Regions)