

केन्द्रीय विद्युत प्राधिकरण / Central Electricity Authority
प्रशासन- I अनुभाग / Administration-I Section

विषय : Rotational Transfer Policy for Group 'B' and Group 'C' Ministerial Cadre Employees of the Subordinate Offices of the Central Electricity Authority (CEA) - reg.

Please refer to the subject cited above. In this regard, please find enclosed herewith Transfer Policy duly approved by the Competent Authority of CEA in respect of Group B and C Personnel of Ministerial Cadre of Subordinate offices of CEA for your information and necessary action.

This issues with the approval of the Competent Authority.

Encls. : As above.


28/07/2026
(पवन कुमार मीना)
उप निदेशक (कार्मिक)

प्रतिलिपि :

1. Member Secretary, RPCs, CEA
2. Superintending Engineer, RIOs, CEA
3. Executive Engineer, RPSOs, CEA

File No. CEA-SY-11/1/2026-Administration-I

दिनांक : 28.07.2026

Rotational Transfer Policy for Ministerial Cadre of Subordinate Offices of the Central Electricity Authority (CEA)

1. Title

Rotational Transfer Policy for Group 'B' and Group 'C' Ministerial Cadre Employees of the Subordinate Offices of the Central Electricity Authority (CEA).

2. Objective

The objectives of this policy are to:

- i. Ensure transparency, fairness, and uniformity in transfers.
- ii. Promote efficient utilization of human resources across subordinate offices.
- iii. Enhance organizational effectiveness through periodic rotation of personnel.
- iv. Provide employees with opportunities for diversified experience and career development.

3. Scope

This policy shall apply to all Group 'B' and Group 'C' Ministerial Cadre employees serving in the subordinate offices of the CEA including Regional Power Committees (RPCs), Regional Inspectorate Offices (RIOs) and Regional Power Survey Offices (RPSOs) under the administrative control of CEA.

4. General Principles

- i. Every appointment in the ministerial cadre carries obligation for transfer to any subordinate office of CEA in India.
- ii. Transfers shall be made in the interest of administration while giving due consideration to employee welfare and operational requirements.
- iii. Rotation shall ordinarily be undertaken in a planned manner through annual transfer exercises.

5. Tenure Norms

Place of Posting	Normal Tenure	Maximum Continuous Stay
Same Office/Station	5 years	10 years
Sensitive Seat (Procurement, Accounts, Cash, etc.)	3 years	3 years
Difficult/Remote Station	3 years	Extendable up to 5 years based on administrative needs

- i. No employee should ordinarily remain posted in the same office or on the same sensitive assignment beyond the prescribed tenure unless specifically approved by the Competent Authority.
- ii. Transfer involving a change in station should normally be affected once in a year preferably at the end of academic year.
- iii. Choice of locations would be sought on annual basis for the purpose of consideration of inter-station transfers.

6. Rotational Transfers

- i. Employees completing the normal tenure shall ordinarily be considered for rotation.
- ii. Rotation may be:
 - a. Between sections within the same office;
 - b. Between subordinate offices in the same region; or
 - c. Between subordinate offices located in different regions, depending on administrative requirements.
 - d. on promotion of an individual when the promotee cannot be adjusted at the same station.
- iii. Priority for rotation shall be given to employees who have completed the longest stay at one station.

7. Annual Transfer Cycle

- i. The annual transfer exercise should normally be undertaken between April and June.
- ii. Transfer orders may be issued at other times to meet administrative exigencies.

8. Exemptions

The following categories may ordinarily be exempted from rotational transfer for a limited period:

- i. Employees due to retire within two years.
- ii. Persons with benchmark disabilities, subject to applicable Government instructions.
- iii. Employees suffering from serious medical conditions requiring specialized treatment.
- iv. Cases involving compassionate grounds or extreme family hardship.
- v. Employees whose spouses are serving under Central/State Government or Public Sector Undertakings, as far as practicable and subject to administrative feasibility.

9. Mutual Transfers

Requests for mutual transfer may be considered where:

- i. Both employees belong to the same cadre and grade.
- ii. The transfer does not adversely affect administrative efficiency.
- iii. Both controlling authorities recommend the proposal.

10. Transfer on Administrative Grounds

The Competent Authority may transfer any employee at any time:

- i. In public interest;
- ii. To meet staffing requirements;
- iii. On organizational restructuring;
- iv. On disciplinary or vigilance-related considerations;
- v. Due to closure or creation of offices.

Such transfers shall not be treated as routine rotational transfers.

11. Sensitive Posts

Employees working in sensitive sections shall ordinarily be rotated after three years to strengthen internal controls and promote transparency.

12. Representation Against Transfer

- i. An employee may submit a representation within 15 days of issue of the transfer order.
- ii. Submission of a representation shall not automatically stay the transfer order.
- iii. The Competent Authority's decision on the representation shall be final.

13. Joining Time

Joining time and transfer-related allowances shall be regulated in accordance with the applicable Central Government rules and instructions issued from time to time.

14. Competent Authority

The Chairperson, CEA shall be the Competent Authority for approving transfers under this policy upon the recommendation of BCoT.

15. Relaxation Clause

The Competent Authority may relax any provision of this policy in exceptional circumstances for reasons to be recorded in writing where such relaxation is considered necessary in the public interest or to meet administrative exigencies.