

Annexure - V

**Central Electricity Authority
Transfer Policy for CPES Cadre Officers**

1. Scope:

- a. This policy is applicable to all CPES officers and for the encadred posts.
- b. This transfer policy shall cover posting of CPES officers amongst all divisions, sub-offices and encadred posts.

2. Objective:

Transfer and posting of officer shall be made in a transparent manner so that grievance is minimized and the officers get exposure in diverse fields/ responsibilities with the aim of enhancing employee satisfaction level and organizational excellence.

3. Tenure:

- a. The maximum tenure of an officer in a division shall not exceed ten (10) years at a stretch, under normal circumstances.
- b. Officers at sensitive postings shall not ordinarily be retained on that post for a period more than three (3) years, and shall be shifted to a non-sensitive post for cool-off period, i.e., at least three (3) years (sensitive posts are defined as per Annexure - I)
- c. The posting of officers to North-Eastern region shall be governed by the order of Government of India in this regard issued from time to time.
- d. The period spent by an officer on deputation or foreign service abroad or study leave will be treated as period spent at Headquarter.

4. General Guidelines: The General Guidelines for Transfer/posting would be as under:

- a. It will be endeavored that each officer is given experience of at least three wings of CEA during their entire service period.
- b. Preferences for transfer/posting shall be sought in the first week of the last quarter of each calendar year.
- c. The general transfers would normally be carried out once in a year. The transfer from one division to another division and/ or sub-offices/ or encadred post (not excluding outstation transfers) would be made to meet any of the following reasons:
 - (i) To provide exposure of working in different division/ wings;
 - (ii) Exigencies of service or administrative requirements;
 - (iii) Vacancy arising due to promotion/retirement of an individual;
 - (iv) Vacancy arising due to transfer including but not limited to completion of tenure at sensitive posts as listed in Annexure-I;
 - (v) Preference furnished by the officer;
 - (vi) On compassionate ground to address any genuine problem of an individual officer (refer para 7);

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- (vii) In accordance with the field experience criteria outlined in the RR, transfers shall be effected to ensure adequate professional exposure. The options shall be offered to officers as per the seniority list in order to fulfill mandatory field postings.
- (viii) Officers due for retirement on superannuation within a period of two (2) years shall not normally be transferred if suitable officer(s) of lesser age are available for manning the post.
- (ix) Under normal circumstances, the officer(s) would not be considered for outside transfer/posting if he/she has already served tenure of minimum three (3) years outside headquarter during the preceding five (5) years.
- d. For maintaining continuity of divisions' works, in general, not more than two officers at consecutive levels in a division would be transferred within six months.
- e. Transfers shall be so orchestrated as to cultivate a dynamic and multifaceted professional acumen, ensuring that the officers assimilate a breadth of experience across diverse functional spheres. This systematic rotation is designed to augment technical proficiency, improved inter-divisional cooperation and better employee engagement, so as to better map the individual capabilities with the imperatives of CEA.
- f. For transfers between sub-offices/ encadred posts and Headquarters, and amongst the encadred posts/subordinate offices of CEA where change of station is involved, the 'Board for CPES Officers Transfer/Posting' (BCOT) shall be constituted in pursuance of the directions of DoP&T for compliance with the judgment dated 31.10.2013 of the Hon'ble Supreme Court in WP (Civil) No. 82/2011 in the matter of Shri T.S.R. Subramanian & Others Vs. Union of India & Others, to enable and facilitate the transfer/posting of CPES officers of CEA. The board is comprised of the following officers:

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| (i) Members of the Authority | Member(s) |
| (ii) Secretary (CEA) | Convener |

* Senior most Member will be the chairman of the BCOT.

The Transfer/posting of CPES officers recommended by the BCOT shall be recommendatory in nature.

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5. General Criteria for the Preparation of Transfer List including change in Station:

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- a. List of post(s) likely to fall vacant over next year shall be prepared in the first week of the last quarter of each calendar year.
- b. If number of interested candidates are more than available position/location, then, senior-most officer in the Grade shall be considered for posting against the vacant post, provided that they have been stationed at that post for over three (3) years.
- c. If no candidate is willing for the posting, the senior-most candidate in the Grade, and who have no earlier tenure in units outside current station in last ten years, shall be considered for the posting against the vacant post.
- d. Annual Performance Appraisal Reports (APARs) of past three years shall be one of the criteria while giving posting as per interest, with preference given to higher grading.

6. Representation :

In case of any difficulty being faced by the concerned officer in complying with the transfer/posting order, the same can be brought to the notice of appropriate authority through proper channel within seven (7) days from the date of issue of transfer/posting order. Further, the following shall be observed by the concerned officer:

- a. No official shall bring or attempt to bring any political or other outside influence to bear upon his superior authority against the transfer/posting order issued. The same shall be viewed adversely and dealt with in accordance with relevant provisions of CCS (Conduct) Rules.
- b. In case of non-consideration of the representation by the appropriate Authority, which shall be conveyed within twenty (20) days of the issue of order, the concerned individual shall move without any further delay, failing which the official shall be relieved/ deemed to have been relieved by the competent authority.

7. Transfers/Postings on compassionate grounds:

Transfers/Postings on compassionate grounds will be governed by the orders of Government of India and the following procedure will apply:

- a) Employees seeking this ground shall apply to the Competent Authority for transfer through proper channel. No application for such transfers received from relatives or sent by the employee direct i.e. not through proper channel, shall be entertained.
- b) Such applications shall invariably be forwarded by the existing office of the applicant with suitable remarks to the Competent Authority.

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- c) Applications on medical grounds shall be accompanied by appropriate medical certificate from the authorized medical attendant indicating the nature of illness and reasons justifying the request for transfer of the individual. Consideration of request shall be subject to verifications of the certificates submitted.

8. Transfers/Postings on mutual basis:

Transfer requests on mutual basis may be considered between two employees holding similar posts and under the following conditions:

- a) Both officers shall submit a joint application duly countersigned by their respective controlling officers.
- b) Both must be serving in the same grade, and the proposed transfer should not adversely affect functional requirements.
- c) Both officers should ordinarily have completed a minimum of three years' service at their present place of posting.
- d) No vigilance/disciplinary case should be pending or contemplated against either employee.
- e) Transfer shall be subject to availability of vacancy at the proposed stations.

Such transfers shall be subject to approval of Chairperson, CEA.

9. **Relaxation:** The prescribed tenure and any other applicable criteria may be relaxed by the Chairperson, CEA, as deemed necessary.

This transfer policy shall supersede all the earlier transfer policies for CPES officers.

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Annexure – I

Categorisation of Sensitive Post in CPES Cadre

As per instructions of Central Vigilance Commission, Ministries /Departments /Organisations and CVOs are required to identify the sensitive posts and staff working in such posts and also ensure that they are strictly rotated after every two/ three years to avoid developing vested interests. Accordingly, the competent authority in Central Electricity Authority vide its O/o No. 21/6/2021-Adm. (Coord.)/ 310 dtd. 07.07.2023 has identified the following posts in CEA as sensitive posts:

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| i. | Vigilance section | All posts i.e. DS/US/SO/ASO/ PPS/ PS/ PA/ SSA/ JSA/MTS |
| ii. | IT and Procurement | All officers involved in procurement of Goods and Services |
| iii. | CEI and RIOs | All officers involved in Electrical Inspection |

The above mentioned list of sensitive posts may be amended from time to time as per the Authority in CEA.

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