

No. 14-1/2015-M&T(Admn)  
Government of India  
Ministry of Agriculture and Cooperation  
DEPARTMENT OF AGRICULTURE, COOPERATION AND FARMERS WELFARE

Krishi Bhawan, New Delhi -110001.  
Dated, the 21<sup>st</sup> September, 2016

OFFICE MEMORANDUM

TRANSFER POLICY 2016 (REVISED) FOR OFFICERS / OFFICIALS WORKING IN FARM MACHINERY TRAINING AND TESTING INSTITUTES (FMTTIs) & DAC&FW HQ.

The officers/officials working in Farm Machinery Training and Testing Institutes (FMTTIs) have all India transfer liability. They are liable to be transferred to any of the existing Farm Machinery Training and Testing Institutes at Budni (M.P.), Hisar (Haryana), Anantapur (Andhra Pradesh) and Biswanath Chariali (Assam) or in Department of Agriculture, Cooperation and Farmers Welfare, Headquarters or any other Institute that may be set up in future in India or abroad, in the exigencies of public service.

2. It has been decided to lay down following general / broad guidelines for undertaking periodical transfer of Group 'A', Group 'B' (Gazetted) and Group 'B' (Non-Gazetted) officers / officials among the FMTTIs.

I. Tenure of officers/officials

(a) The tenure of officers/officials at one station shall be as follows:

Sl. No.	Grade	Tenure*
1.	Directors	5 years
2.	Group 'A'	5 years
3.	Group 'B'(Gazetted)	5-7 years
4.	Group 'B' (Non-Gazetted)	7-10 years

\*Tenure of sensitive posts will be determined as per the guidelines issued by the Central Vigilance Commission / Government from time to time.

- (b) The Group 'C' officials will be transferred on administrative exigencies and on adverse remarks sent by concerned officer.
- (c) The officers/officials working at FMTTI, Biswanath Chariali, Assam shall be governed by the instructions issued by the Ministry of Home Affairs from time to time.
- (d) Wherever there are specialised and isolated posts in an institute, having no counterpart in other institute, the above tenures may not be applicable.

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## II. Transfer on promotion

- (a) On promotion, Group 'A' and Group 'B' (Gazetted) officers shall be posted out of the FMTTI, if he /she has served in the same FMTTI in any capacity for a period exceeding the prescribed tenure for the promotion post. However, an officer, who has not completed the prescribed tenure, shall also be transferred out on promotion, in case there is no vacancy to accommodate him/her in the same FMTTI, and depending upon administrative exigencies.
- (b) On promotion, the inter-institute transfer of Group 'B' (Non-Gazetted) and Group 'C' officials will be done, subject to availability of vacancy at the time of promotion.
- (c) If the officer/official is due for superannuation within two years, he/she may be considered for posting of their choice as far as possible. In case of non-availability of vacancy of the promotional post, the officer/official will be transferred to another FMTTI.
- (d) If the officer/official is due for superannuation within one year, he/she may not be transferred except at their own request or on administrative grounds.
- (e) If any officer/official denies promotion to escape transfer to another station, such cases will be dealt as per the instructions contained Department of Personnel & Administrative Reforms O.M. No. 22034/3/81-Estt. (D) dated 01.10.1981. Grant of MACPs to such officer/official shall also be decided as per extant rules.

## III. Rotational transfer

- (a) Officers holding sensitive posts, identified as per the guidelines of Central Vigilance Commission (CVC), will be transferred on completion of the tenure fixed from time to time by CVC, Department of Personnel & Training (DOP&T) and this Ministry/Department.
- (b) Group 'A' and Group 'B' (Gazetted) officers, as far as possible and subject to availability of posts, shall be rotated from one seat (i.e. work allotted) to another within the FMTTI after every three years.
- (c) Group 'A' and Group 'B' (Gazetted) officers, who have completed the prescribed tenure, will be transferred between the FMTTIs/DAC&FW HQ.
- (d) If the officer/official is due for superannuation within two years, he/she may be considered for posting of their choice as far as possible. In case of non-availability of vacancy, the officer/official will be transferred to another FMTTI or DAC&FW HQ.

- (e) If the officer/official is due for superannuation within one year, he/she may not be transferred except at their own request or on administrative grounds.
- (f) Group 'B' (Non-Gazetted) and Group 'C' Technical officials will be transferred from Testing wing to Training wing, within the same institute, on completion of three years in a particular wing.
- (g) Group 'B' (Non-Gazetted) and Group 'C' Non-Technical officials will be transferred from one seat (i.e. work allotted) to another, within the same institute on completion of three years on a particular seat.
- (h) All officers/officials will be transferred to another station after they complete the minimum tenure specified in Para-I of this transfer policy.

IV. Surrender of officers

If an officer/official is surrendered to the Ministry, he/she will be posted at any of the FMTTIs, as decided by this Ministry.

V. Preference of posting

- (a) Officers/officials due for transfer on rotational basis may submit in writing their place of preferred posting, restricted to maximum three. They may be considered for posting as per their preferences, which, however, would be subject to availability of existing vacancies. Preferences shall not confer right for posting at a given station.
- (b) On promotion, Group 'B' (Non-Gazetted) and Group 'C' officials may submit in writing their place of preferred posting, restricted to maximum three. They may be considered for posting as per their preferences, which, however, would be subject to availability of existing vacancies. Preferences shall not confer right for posting at a given station.
- (c) In case of isolated posts, repatriation from deputation, return from long leave, study leave, training, etc., the officers/officials may be informed of the vacancies and their preference may be considered before deciding posting. Preferences shall not confer right for posting at a given station.

VI. Parameters for posting

The following parameters may be applied subject to administrative exigencies. They shall not confer any right upon an employee.

- (a) Due consideration may be shown to working couples / widows and other special category cases, subject to availability of vacancy and administrative

- (b) Differently-abled officials holding Group 'C' posts, may be given posting, as far as possible, subject to administrative constraints, as per their preference.
- (c) If an officer/official's spouse is working in State / Central government / Public Sector Undertaking, due consideration may be shown to post them in the same place of posting, subject to administrative exigencies.
- (d) The requests of officials who have mentally challenged children, may be taken up sympathetically on the merits of each case and accommodate such requests for posting at a place of his/her choice, to the extent possible.
- (e) The official who is a caregiver of a disabled child may be posted at a place of his/her choice, to the extent possible. As per DoPT guidelines, the word 'disabled' includes (i) blindness (ii) hearing impairment (iii) loco motor disability or cerebral palsy (iv) leprosy cured (v) mental retardation (vi) multiple disabilities (vii) autism (ix) thalassemia (x) haemophilia.
- (f) The officials, whose children are studying in Classes between X and XII, may be considered to be retained in the same place of posting.
- (g) An employee, whose spouse / children / parents or himself/herself is suffering from cancer, may be posted at a place of his/her choice, to the extent possible.
- (h) Total tenure of an officer/official at one station would remain the same when he is promoted before completion of the tenure in a lower post i.e. the tenure of lower and higher posts will be counted together at one station/seat.
- (i) Persons who have rendered more years of service at a particular station shall be posted/transferred out first. If an officer comes back to the previous station of posting before rendering less than one year service at the new station, his tenure at that station will be counted from the date of his earlier posting i.e. his tenure will not be counted from the date of his latest posting.
- (j) In case of available vacancy at a particular place being less than the number of officials preferring, preference will be given to the official who had never been posted in the place now preferred, or had served for lesser duration earlier.
- (k) Requests for 'mutual transfer' may be considered by the Competent Authority in the Ministry of Agriculture and Farmers Welfare, on case-to-case basis, considering facts and circumstances of the case. No request for

under any circumstances. Mutual transfer will be allowed for specified period only. Request for mutual transfer of officers/officials shall be considered, only on completion of half of the tenure, by the officers/officials concerned.

- (l) If an officer/official is due for superannuation within two years, he/she may be considered for posting of his/her choice as far as possible, on his/her request subject to availability of vacancy and administrative exigencies.
- (m) If an officer/official is due for superannuation within one year, he/she may not be transferred except at their own request or on administrative grounds.
- (n) If anything adverse against any officer/official comes to the notice of this Ministry, in any form, then, that officer/official will be transferred out of the Institute where he/she is posted, even before the completion of prescribed minimum tenure.

VII. Canvassing of non-official, political or other outside influence.

In cases where officers / officials try to influence transfer / posting through canvassing of non-official, political or other outside influence, action will be taken as per Rule 20 of the CCS (Conduct) Rules, 1964. This rule envisages that "*No Government servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining his service under the Government.*"

3. Ministry of Agriculture and Farmers Welfare, Department of Agriculture, Cooperation and Farmers Welfare, Mechanisation and Technology (Admn.) Division shall be the Competent Authority to transfer / posting of officials working at FMTTIs. However, the transfers on rotation within the same institute may be done by the Directors of the concerned institute, under intimation to the Ministry.



( Er. S. Bhardwaj )  
Director

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To

1. FMTTI, Budni/Hisar/Anantapur/Biswanath Charalli
2. All Officers/officials of FMTTI through website / notice board of the Institute.

The constitution of the CSB for implementation of the Rotational transfer at  
Farm Machinery Training & Testing Institutes [FMTTIs]

- I. For Directors (including Deputy Commissioner in DAC, Headquarters)
  1. Joint Secretary (Mechanization & Technology Division) – Chairman
  2. Director / Deputy Secretary (Personnel Wing) – Member
  3. Director / Deputy Secretary (Mechanization & Technology Division) – Member
  
- II. For Group 'A', Group 'B' (Gazetted), Group 'B' (Non-Gazetted) & Group 'C' officers/officials
  1. Director / Deputy Secretary (Mechanization & Technology Division) – Chairman
  2. Deputy Commissioner (Mechanization & Technology Division) – Member
  3. Under Secretary (Mechanization & Technology Division) –Member

## ANNEXURE – II

### Sensitive posts at Farm Machinery Training & Testing Institute [FMTTIs] and Department of Agriculture, Cooperation and Farmers Welfare, Hqrs., identified for rotational transfer

FMTTIs/M&T Division	Sensitive posts			
		Name of the post	Category	Level in Pay Matrix
1. Central Farm Machinery Training & Testing Institute [CRFMTTI], Budni (M.P.)	1.	Director	Group 'A'	Level 12
	2.	Senior Instrumentation Engineer	Group 'A'	Level 11
	3.	Senior Agricultural Engineer	Group 'A'	Level 11
2. Northern Region Farm Machinery Training and Testing Institute [NRFMTTI], Hisar (Haryana)	4.	Agronomist	Group 'A'	Level 11
	5.	Instrumentation Engineer	Group 'A'	Level 10
	6.	Test Engineer	Group 'A'	Level 10
3. Southern Region Farm Machinery Training & Testing Institute [SRFMTTI], Anantapur (A.P.)	7.	Agricultural Engineer	Group 'B' (Gazetted)	Level 7
	8.	Agricultural Engineer (Instrumentation)	Group 'B' (Gazetted)	Level 7
	9.	Farm Superintendent	Group 'B' (Gazetted)	Level 7
4. North Eastern Region Farm Machinery Training and Testing Institute [NERFMTTI], Biswanath Chariali (Assam)	10.	Administrative Officer	Group 'B' (Gazetted)	Level 7
	11.	Office Superintendent	Group 'B' (Non-Gazetted)	Level 6
	12.	Senior Technical Assistant	Group 'B' (Non-Gazetted)	Level 6
	13.	Accountant	Group 'C'	Level 5
Technical posts of M&T Division	14.	Additional Commissioner (M&T)	Group 'A'	Level 13
	15.	Deputy commissioner (M&T)	Group 'A'	Level 12
	16.	Assistant Commissioner (M&T)	Group 'A'	Level 11
	17.	Assistant Engineer (M&T)	Group 'B' (Gazetted)	Level 7

Note : This list is not exhaustive and will be revised as per the guidelines of CVC from time to time.

