

No.2(1)/2019-Pers/3108906  
Government of India  
Ministry of Electronics & Information Technology  
National Informatics Centre  
A-Block, CGO Complex, Lodhi Road, New Delhi-110003

Dated: 27<sup>th</sup> July 2020

**Subject: Transfer/ Posting Policy of National Informatics Centre**

NIC is a premier Information Technology organization of Government provides state-of-the-art e-Governance solutions for Information Management and Decision Support in Government. Large numbers of e-governance services are being provided by NIC to the Government at Centre/ State / UT/ District levels as well as to other Government bodies.

2. Government of India had launched its ambitious Digital India Programme in 2014-15 to provide digital delivery of e-Governance services to the citizens. The Digital India Programme has generated incredible demand from Government at various levels to implement different e-Governance schemes at grass root level so as to provide its benefits to the citizens. Accordingly, in order to extend the continual ICT Support for such e-Governance Services, NIC had established its NIUs/ NDCs/ COEs/CDG/ DGRC/ NIC-CERT/ C&C/ Video Conferencing Centres at different locations.

3. In order to extend the effective services to the Government and other organizations by NIC, the transfers/ postings of its officials from one location to another on functional ground are required. Vide Circular No.17(3)/2015-Pers dated 11 January 2017, the transfer policy for transfer / posting from/ to Hard Area/ Remote Location for NIC officials was circulated by NIC in continuation to the Circular No.2(01)/2014-Pers dated March 19, 2014.

4. Keeping in mind various aspects observed during the implementation of the existing Transfer / Posting Policy, a need was felt to review the existing policy / guidelines to make it comprehensive for transparency and effectiveness. Accordingly, revised Transfer / posting Policy for NIC S&T and Non-S&T officers is enclosed at Annexure-I. The Transfer/ Posting Policy of NIC aims to provide exposure to officers/officials working in different areas/domains, new technologies and sectors/projects/ divisions/sections, to enhance their versatility and optimal utilization of available human resources so that changing needs of the organization are effectively met; to accomplish specific tasks/ objectives with the available resources; to align the individual needs of officials to the organizational requirements.

5. This OM supersedes the circulars dated 19.03.2014 and 11.01.2017 and comes into force with immediate effect and until further orders and issues with the approval of the Director General, NIC.

( Om Prakash Wadhwa )  
Joint Director (Pers.)

To

1. All Employees of NIC... Through DigitalNIC
2. All SIOs / Heads of Groups / Heads of Divisions / DDOs
3. All Divisions / Sections in NIC Hqrs.
4. Office of Secretary, MeitY..... For kind information of Secretary, MeitY
5. Office of DG, NIC..... For kind information of DG, NIC
6. Vigilance Officer, NIC
7. File No.17(3)/2015-Pers
8. Guard File

-sd-

( Om Prakash Wadhwa )  
Joint Director (Pers.)

**Annexure-I**

1. ***Transfer / posting Policy is applicable to all S&T Officers / officials working in the grade of Scientist-G to Scientist-B, Scientific Officer / Engineer-SB, Scientific / Technical Assistant-B and Scientific / Technical Assistant-A, Tradesman and all non-S&T officers / officials of NIC.***
2. ***All transfer requests of S&T as well as non-S&T to be submitted through online system at <https://digital.nic.in>.***
3. ***Inter-State transfers of S&T / non-S&T officials of NIC to be effected on recommendations of the duly constituted Transfer Committees constituted from time to time; the authority competent to constitute the transfer committee and transfer an official on recommendations of these transfer committees will be the Director General, NIC.***
4. ***The transfer committees would assess the workload/organizational requirements while taking into account the extant instructions of the Government issued from time to time for recommending transfers / postings of officials.***
5. ***Applications/requests for compassionate transfer / postings shall be considered by the concerned transfer Committee(s). Request for transfer / posting of husband and wife at the same location may be considered as per the instruction / guidelines issued by the Government subject to availability of vacancy and administrative exigencies.***
6. ***Transfer/ Posting of S&T Manpower in a State / UT:***
  - i. ***Transfer/ Posting of NIC officials within a State / UT to be effected on recommendations of the State Level Transfer Committees constituted from time to time by the State Informatics Officers under the powers delegated by the Director General as laid down in Circular No.17(5)/2014-Pers dated 16/09/2014 and No.21(1)/2014-Pers dated 15/10/2014 and the amendments issued from time to time.***
  - ii. ***Transfer within the state in public interest shall be decided by competent authority on recommendations of the duly constituted State Level transfer committee constituted in terms of OM No.17 (3)/2015-Pers. dated 28/11/2016 as amended from time to time.***
  - iii. ***Manpower requirements of District Centres shall be fulfilled from the available manpower in the State / UT in such a way that two officials (one DIO and one DIA) may be posted at each district of the State / UT.***
  - iv. ***S&T Officials in grade of Scientist-C upto Scientist-F may be considered for posting in District Centre. Officers in the grade of Scientist-B and below may be posted at State / UT Centre, as far as possible.***
  - v. ***Officials due for retirement on superannuation within three years may not be posted to Districts to the extent possible.***
  - vi. ***Posting of officials in a District Centre shall be for a minimum period of three years and maximum period of 10 years in a District Centre and total of 15 years in District Centre(s) during entire career of an S&T Official.***
  - vii. ***For postings from State / UT Centre to District Centre and vice-versa from the level of Scientist-C to Scientist-F should be drawn by the State SIOs in consultation with State Coordinators.***
  - viii. ***Officials at the level of Scientist-F, who have never served in the district centre during their service period have to serve at least one full tenure of 3 years in the district centre. However, Scientist-F already served more than 2 years in a district may not be transferred, unless requested by the officer.***
  - ix. ***DIO and ADIO / DIA may not be transferred together from the same district centre and there should be a gap of at least six months to ensure smooth functioning at District Centre.***
7. ***Officials at the level of Scientist-C to Scientist-F irrespective of place of posting, who have never served in the district centre during their service period, are to serve at least one full tenure of 3 years in the district centre. However, officers at the level of Scientist-F already***

*served more than 2 years in a district may not be transferred, unless until requested by the officer.*

8. **Transfer of S&T officers from / to Hard Area and Remote Locations (as per Annexure-2):**
  - i. *Scientists / Officials up to the level of Scientist-F posted in hard area / remote location to serve for a minimum period of 2 years excluding the periods of leave, of all kinds, exceeding a total 30 days in a year, unauthorized absence etc.*
  - ii. *Choice posting to the extent possible may be considered after completion of the hard area posting tenure.*
  - iii. *An officer, who has served the full tenure of 02 years in a hard area/remote area may be exempted for posting to Hard Area / Remote location for the second time.*
  - iv. *Officials with less than 04 years service to attain retirement on superannuation may not be considered for transfer / posting to a hard area / remote location.*
  - v. *In the event of more than one officer opting for same place of posting and adequate options are not available to accommodate all of them, the officer coming from hard area may be given first preference and officer retiring within a period of two years, will be second in the order of preference.*
  - vi. *Officials voluntarily opting for posting in hard area will be considered preferably. Requests of existing incumbents at such hard area to continue even after completion of their prescribed tenure can also be considered favourably. If adequate number of Scientists / officials opting for transfer/ posting at hard area does not become available, transfer /posting to hard area will be considered amongst the other available officers from among the senior most Scientist-B to Scientist-F based on length of longest stay at State / NIC Hqrs from each designation / level from Scientist-F to Scientist-B.*
9. **Transfer / Posting of Divyangjan:**

*An NIC employee who is himself / herself a person with disability as per prescribed norms of the Government or is a care-giver of dependent daughter / son / parents / spouse/ brother / sister, etc., with Specified Disability, as certified by the authorized medical certifying authority as a Person with Benchmark Disability as defined in the Rights of Persons with Disabilities Act, 2016 may be considered to be exempted from the exercise of transfer subject to the administrative constraints after due verification of credentials from the service records.*
10. **Transfer/ Posting of Non-S&T officials:**
  - a. *On regular promotion from Deputy Director (DD) to Joint Director (JD), the officer is transferred from his/her present place of posting to NIC Hqr. in 'Public interest'.*
  - b. *On promotion from Assistant Section Officer (ASO) to Section Officer (SO), he / she is transferred / posted out from his / her present place of posting in 'Public interest'. The place of posting will be decided by the duly constituted committee.*
  - c. *The vacancy of a Section Officer can also be filled on request basis by transferring from among the existing Section Officers seniority-wise in the seniority list.*
  - d. *In State Unit, there will be one SO or DD as the case may be except in the case of NE-Centre at Guwahati where more than one Section Officer can be posted. In case two officers at the level of SO and DD are there at a State Centre, senior most officer tenure-wise shall be posted/ transferred to another State/ at NIC Hqr. in Public Interest.*
11. *HOD / ASIO / HOG / SIO are required to comply / implement the transfer /posting order issued with the approval of the competent authority within the specified time period laid down in the transfer / posting order.*
12. *The power to review, modify, relax or amend the provisions of above Transfer/ Posting Policy shall vest with the Director General, NIC.*
13. *In exigency of service, DG (NIC), as Head of Department may exercise the power to transfer / post any official / officer from one place to another.*

\*\*\*\*\*

**ANNEXURE-2****HARD AREA/REMOTE LOCATIONS IN THE FOLLOWING STATE(s)/UT(s)**

1. *Andaman and Nicobar Islands*
2. *Arunachal Pradesh*
3. *Assam*
4. *Himachal Pradesh*
5. *Jammu & Kashmir*
6. *Lakshadweep*
7. *Manipur*
8. *Meghalaya*
9. *Mizoram*
10. *Nagaland*
11. *Sikkim*
12. *Tripura*
13. *Utarakhand*
14. *Ladakh*

\*\*\*\*\*