

**National Informatics Centre
West Bengal State Centre, Kolkata**

Policy for Transfer/ Posting of NIC Officials posted in the State of West Bengal

Modification/ Amendment approved on 14-12-2018

1. Clause no. 8 of the existing Policy for Transfer/ Posting of NIC Officials posted in the State of West Bengal which says “An Officer with 4 years or less service remaining will not be considered for transfer” shall be amended as “An Officer who has attained the age of 45 years as on the date of consideration shall not be considered for transfer”.
2. Clause no. 18 of the existing “Policy for Transfer/ Posting of NIC Officials posted in the State of West Bengal” which says “Recommendation of State Transfer Committee will be submitted to the SIO for consideration and necessary action. Based on the recommendation of the committee, SIO will further take necessary action as per Circular vide No. 17(3)/2015-Pers dated 28th November 2016 from NIC Hq.” shall be amended as “Recommendation of State Transfer Committee will be submitted to the SIO for consideration and necessary action. Based on the recommendation of the committee, SIO will further take necessary action as per Circular vide No. 17(3)/2015-Pers dated 28th November 2016 from NIC Hq. If necessary, SIO may exempt one of the recommended officer once in a calendar year.”

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A transfer committee constituted by SIO will consider the cases of Intrastate Transfer in West Bengal. The Committee will make recommendation to the SIO based on the following guidelines:-

1. The endeavor of State Transfer Committee will be to provide at least one officer in each district.
2. Scientist-E and below will be considered for posting at Districts.
3. Transfer will be done in ascending order of designation starting from Scientist-B for posting as DIO and Scientific/ Technical Assistant-A for posting as ADIO. If more than one vacancy exists selection will be done by selecting one from each designation and the same process will be repeated if more vacancy exists.
4. An officer who has been posted at West Bengal State Unit or at adjoining offices in Kolkata since joining NIC will be considered first and once the list of Officers who are not transferred ever are exhausted, Officer with highest number of years in present posting would be considered in ascending order of designation starting from Scientist-B or Scientific/Technical Assistant-A as per the requirement.
5. In case everything is equal, person who has not worked at the district unit since his/her joining in NIC would be considered first before officer who has worked at the District unit.
6. An Officer posted at district if promoted to Scientist-F, will be eligible for posting at state unit.
7. In case, if both the officers in the District are above Scientist-B, the senior officer will be designated as DIO.
8. An Officer with 4 years or less service remaining will not be considered for transfer.
9. Officer seeking transfer has to submit three preferences for desired place of posting along with the application.
10. Posting for Darjeeling and Kalimpong will be for two years. Officer posted at Darjeeling and Kalimpong will be transferred to place of his/her choice subject to availability after completion of 2(Two) years. If the officer wants to continue, he/she may continue at the same District.
11. Officers already served at Hill areas like Darjeeling, Kalimpong and hard areas in other state will not be considered for further transfer for minimum three (3) years of residency in present posting.
12. All District Postings except Darjeeling and Kalimpong will be for a period of minimum three (3) years. The officer will be considered for transfer normally after three years, if he/she applies for, except on other administrative exigencies.

13. Intrastate Transfer will take effect in each year during January to March with exemption of the year 2018 as being the first year of implementation of this policy.
14. A panel of probable officers for filling up of vacancies in the districts will be prepared as per the guidelines stated above and younger officers from the panel will be posed at farthest location. Newly appointed Officer will be provided hand-holding **by the existing DIO or the DIO of a nearby District.** Before relieving, officer shall impart proper training to the officer joining therein. The period of training may upto 4 weeks.
15. Transfer from District Unit/ Unit at Uttarkanya to State Centers in and around Kolkata and vice-versa will be considered as Transfer within the state. Interstate Transfer will also be considered as transfer.
16. To keep transparency of the Transfer Process, every year by December a List of Officers in each designation with their date of retirement, posting details with residency period in each posting will be published.
17. All transfer related issues shall be dealt by the State Transfer Committee.
18. Recommendation of State Transfer Committee will be submitted to the SIO for consideration and necessary action. Based on the recommendation of the committee, SIO will further take necessary action as per Circular vide No. 17(3)/2015-Pers dated 28th November 2016 from NIC Hq.
