

Policy for posting of Staff/AOs to sensitive assignments in the
organisation of PCDA(SWC) Jaipur

The present criterion for posting to sensitive assignment being followed in the organization is as under:

- I. Officials who have completed cooling period of three years from last sensitive assignment and completed one year in this organization at the station are eligible to be considered for sensitive assignment.
- II. Selection to vacancy is made on need basis, i.e. as and when vacancy arises. All officers/staff eligible till the date of vacancy is considered on the basis their fitness in the roster.
- III. Priority is being given as under:-
 - a) Never served with all THREE ACR Grading VG and above.
 - b) Never served with TWO ACR Grading VG and above.
 - c) Once served with all THREE ACR Grading VG and above.
 - d) Once served with TWO ACR Grading VG and above.
 - e) Twice served with all THREE ACR Grading Outstanding.
 - f) Twice served with TWO ACR Grading Outstanding and One VG.
 - g) Thrice served with all THREE ACR Grading Outstanding (only to be considered if other eligible individuals are not available).
 - h) Thrice served with TWO ACR Grading Outstanding and one VG (only to be considered if other eligible individuals are not available).
 - i) Officials who have completed the cooling period but do not fulfill the criteria of APAR grading are being placed at the bottom of the roster.
 - j) In case, two or more individuals fulfil identical criteria, then they will be placed in the roster basis length of service, and that being equal on the basis of age.

There is only one roster maintained in the organization on the basis of above criteria, out of which the posting to sensitive assignment is made irrespective of the present place of posting of affected individual.

Of late, it was observed that the individuals having a shorter stay at particular station get selected for posting to sensitive assignment, which resulted in representation from them either forgoing the sensitive assignment or change of place of posting. This resulted in administrative problems as well as the problem to the individual so selected for sensitive assignment.

This has necessitated a change in the existing policy. A draft transfer policy was accordingly prepared and circulated to Jaipur branch of AIDAEA (HQ) Kolkata for their suggestions, if any, in the matter. Whereas several points of new posting policy were agreed by ROC, a few suggestions given by them were discussed in the ROC meeting held on 18.07.2012. The constraints of Administration in agreeing to their suggestions were explained in ROC after which the association members generally agreed with the new policy. The new policy/guidelines for posting to sensitive assignment is as follows:-

- a) The priority criteria basis for consideration of APAR's as mentioned in point (III) above be continued.
- b) The concept of single Roster for all sensitive posts be continued as in the past.
- c) The following changes be incorporated in the existing system:
 - a. The vacancies arising in the next six months be taken on block.
 - b. Sensitive assignments may be identified well in advance, i.e. on a half yearly basis in the month of January and July of a year for the sensitive postings to be made in the coming April-September & October-March respectively. The process of

shortlisting the staff is to be done in such a manner that all vacancies arising during the period April-September & October-March would be covered for a decision in the months of January & July respectively.

- c. Sensitive roster of Officers/staff will be updated only twice a year in the months of January & July.
- d. All Officers/staff who are eligible on 1st of January/July will be considered for the vacancy arising in the coming period of April-September & October-March.
- e. Officers/staff eligible for sensitive posting is, to be posted, as far as possible, in the same station or nearby station, in which they are currently serving.
- f. In case, where sensitive vacancy is not arising in the same station or nearby station, then the following course of action will be taken.
 - All such Officers/staff who are likely to be transferred out of their stations having been found eligible for sensitive postings, (Plus 50% extra names from the sensitive roster on seniority basis as reserves) shall be given an alert notice stating that they are likely to be moved out of the station for posting to a sensitive assignment and their consent will be obtained from the Officers/staff for such transfers. The likely city of transfer is NOT to be communicated at this stage. The Consent of the officer is to be obtained by return fax.
 - Consent would be unconditional, i.e. it cannot be for specific cities.
 - In case, the officer/Staff does not consent for transfer, then his/her name be taken off the sensitive roster for a period of Eighteen months (Cooling off period of one and Half year) and he/she will be retained at the current station. After completion of cooling period of just one year, his/her name will be placed back in the sensitive roster and the posting to sensitive assignment will be considered as per procedure stated above. If the officer/staff again declined to move, he will be debarred for sensitive assignment for 3 years.
 - The vacancy arising due to denial by an eligible candidate would be filled in by the next eligible person in the roster, who has consented for transfer.
- g. This policy will be effective from 1st August 2012 and shall take into account the gradings for the period 2011-12.

(D.R.Gupta)
ACDA (AN)

3/8
3/12