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21 Nov 2025

MINISTRY OF DEFENCE
(DGQA/ADM-7B)

POSTING/TRANSFER POLICY IN RESPECT OF GROUP 'B' TECHNICAL
(GAZETTED AND NON- GAZETTED) OFFICIALS OF DGQA

1. A copy of Rotational Transfer Policy (RTP)- 2025 in r/o Group B Technical (Gazetted/Non-Gazetted) officials is attached herewith for its wider dissemination to all the AHSPs & Field Establishments .

2. For information and compliance.



(Daniel Paul)

Dy Director/ Adm-7B

For DG, DGQA

Encl- As stated

All Tech Directorates

Copy to:

DGQA/SDCC: Please find enclosed a copy of RTP- 2025 for uploading the same on DGQA website.

New Delhi; dated 21st Nov 2025

**POSTING/TRANSFER POLICY IN RESPECT OF GROUP 'B' TECHNICAL
(GAZETTED AND NON-GAZETTED) OFFICIALS OF DGQA**

The Competent Authority hereby approves the Rotational Transfer Policy (RTP)-2025 on deployment of Group B Technical (Gazetted/Non-Gazetted) officials in Directorate General of Quality Assurance (DGQA).

2. The tenure of all Group 'B' Technical officials in a station is limited to **07 years**, inclusive of the period of service rendered in lower grade, if any, in the same station.

3. Official's tenure posted to sensitive posts, so declared by the Department in accordance with CVC circular, will be limited to three (03) years. Thereafter, the concerned official may be allowed to complete the normal tenure in a non-sensitive post of the station. In case of non-availability of post in the same grade, such officials will be posted out of the station as per the RTP.

4. Hard stations in DGQA are Badmal, Itarsi, Chanda, Varangaon, Nalanda and Machilipatnam.

5. Tenure in a hard station will be limited to three (03) years. All Gp 'B' Technical officials in DGQA must complete one tenure at a hard station in the early part of their career to avoid hardships to their families. It will be an endeavour to post the official after completion of tenure at hard station to one of the three choices indicated by the officer.

6. For better and wider exposure, all Group 'B' Technical officials may be rotated covering all four areas of organizational roles i.e. Inspection, Testing, Certification and Technical services, with at least one tenure at AHSP/SQAE/HQs.

7. A committee headed by the ADGQA of the concerned discipline(s) will recommend the posting/transfers. The Committee's proposal will be recommendatory & final decision will rest with the authority empowered to approve posting/transfers of officials in DGQA, i.e DG, DGQA.

8. All posting/ transfers are subject to availability of vacancies and functional necessity along with the merit of the cases, as considered by the Screening Committee and approval of DG, DGQA.

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9. This policy has been formulated as per instructions/guidelines of Govt of India and will be amenable to further modification/amendment issued in this regard from time to time by the Govt of India .

SECTION- I: Transfer under RTP

10. **Posting/Transfer:** The posting/transfer of DGQA (Group 'B') Technical officials from one establishment to another shall be considered keeping in view of vacancy position and functional requirements on any of the following grounds:-

(a) **Promotion :**

- (i) Posting on promotion will be made taking into consideration the existing vacancies and tenure of official(s) at that station. An official shall be posted out of the station, if he/she has served continuously for 07 years at the same station in any capacity. Officials who have not completed the prescribed tenure can also be considered for transferring out on promotion in the organizational interest.
- (ii) An official on promotion with less than two years for superannuation may be retained at the same station against an existing vacancy of the promotional post. In case no vacancy in the promotional post/ grade is available at that station, the official will be transferred wherever vacancy exists.
- (iii) If the official is due for superannuation within 06 months, on promotion, he/she will not be transferred, as in such a short period, one is not expected to contribute effectively at another Field Establishment. Further, such a transfer may result in delay in finalizing pension papers. The official in such cases may be retained at the same station against an available vacancy in promotional grade. In the absence of a vacancy, the post held by him/her will be upgraded on personal basis by keeping one post at another station vacant so as not to exceed the sanctioned strength in that grade. On retirement of the official, the posts in the establishment will revert to its original level.
- (iv) Refusal for promotion on account of posting will be dealt with as per the existing policy/instructions issued by DoP&T from time to time. In case refusal is not accepted by the Competent Authority, the individual will be Struck of Strength (SOS) of the parent establishment/Unit by a date fixed by the Head Quarter and the official will be deemed to be absent after that day and not entitled to pay & allowance unless leave is sanctioned by the Competent Authority.

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(b) **Posting on returning from long term training/deputation:**

An official, returning from long term training/deputation, may be posted back to the same station where he had last served, for balance period of station tenure, subject to availability of vacancy and exigencies of service at that station.

11. **Preference for Posting**

(a) The cut-off date for calculating the length of tenure at a station will be 1st July of the year in which rotational transfer is carried out. Accordingly, a list of officials completing the prescribed tenure under RTP by the crucial date and thereby due for transfer will be put on the DGQA website by the Head Quarter in Oct-Nov of the year along with station-wise detail of vacancies. The concerned officials will be required to submit preferences for their posting (minimum three station choices) through Head of their Field Estt/ Unit within a stipulated time period. The list of officials due for posting/transfer under RTP along with the preference from concerned officials, will be considered by the Committee which will be subject to availability of vacancy and in organizational interest. The requests for choice postings by the officials posted at Hard Stations may be given preference and efforts will be made to accommodate them accordingly.

(b) In case more than one official prefer same station for posting and adequate vacancies are not available to accommodate all of them, the official coming from Hard Station, if any, may be given preference and thereafter, official retiring within a period of 03 years and then, official who has served for lesser number of years at the station where the posting is to made, will be considered.

(c) For posting to a hard station, officials opting for that station, if any, will be considered first. If adequate number of officials opting for posting to hard station does not become available, posting to hard station will be considered by the Screening Committee amongst the other available officials.

(d) In the event of non-submission of choice of place for posting (preference for 03 stations) in the prescribed form within time limit or submission of only one station of choice or submission of choice of willingness for less than 03 stations, the case will be referred to Screening Committee [constituted under the Chairmanship of ADGQA of the concerned discipline(s)] for pan India posting and its recommendation would be final.

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12. Exemptions from transfer under RTP

(a) Those who are office bearers viz. One President, One Vice President, One Treasurer and One Secretary (which includes General Secretary and Joint Secretary) of recognized Associations (barring Unions at local levels) at the time of the expiry of their normal term of tenure of stay at the station, will ordinarily not be transferred from the station till their then current term as office-bearer expires, and if, they are re-elected as office-bearers at the end of that term, such re-election will not normally entitle them to further deferment of transfer.

(b) Officials having 03 years or less service for superannuation will be exempted from rotational transfer.

(c) Single parent/ widow/ widower with child/children up to 18 years of age, may be exempted from rotational transfer considering the merit of the case, on recommendation of BOO. These cases shall be reviewed every three (03) years.

(d) Officials, who have completed the prescribed tenure at the station and are empanelled for promotion within one (01) year, can temporarily be exempted from the RTP, for being transferred on promotion.

(e) Request of an official for retention at a station for one year, may be considered on grounds of education of his/her children (studying in class X and XII) only on two occasions in the complete service.

(f) In case of serious illness of self or dependents, official's request for retention, may be considered on production of a medical certificate issued by the Competent Authority and after satisfying himself that such posting would be helpful to the employee. Medical certificate from Competent Medical Authority not less than CMO/Head of Department of Govt. Hospital must accompany the application. The nature of illness and reasons justifying the retention, must be clearly brought out. Officials can claim retention for 01 year extendable for another 01 year with justification.

13. Requests for either posting (Rotational transfer/ Compassionate) or retention/ exemption of following categories of employees may be considered as per guidelines and instructions of Govt. of India, in the light of following :-

(a) Specially-abled employee (Ref DoP&T OM No. 14017/16/2002-Estt(RR) dated 13.03.2002, as amended from time to time)

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- (b) Care giver to specially-abled dependents (Ref DoP&T OM No. 42011/3/2014-Estt(Res) dated 08.10.2018, as amended from time to time)
- (c) Posting of husband and wife at the same station. (Ref DoP&T OM No. 28034/9/2009-Estt dated 30.09.2009, as amended from time to time)

14. Requests for posting on rotational transfer of the following categories of employees may be considered sympathetically:-

- (a) Care giver for aged parents (80 yrs & above) being the single son/daughter.
- (b) Women employees having children below 05 yrs age.

15. The employee, who has less than 03 years residual service as on cut-off date of RTP, are normally exempted from RTP. However, such employees will have the option for last leg posting to station of their choice to enable him/her to settle before proceeding on retirement, subject to availability of vacancy at choice station and approval by the Competent Authority. As requests are submitted before completion of normal tenure, Transfer Grant and joining time will not be admissible irrespective of the date of issue of posting order and the officials transferred on Compassionate ground will travel at own expense and journey period will be covered by grant of leave due and admissible. The Competent Authority for finally accepting or rejecting the request of an individual for transfer on compassionate grounds is DG, DGQA.

16. **Posting on Administrative grounds:** Posting/retention of any official on administrative ground should be considered by a Committee of Officers chaired/headed by the officers not below the rank of ADGQA of the concerned Technical Directorates, in the organizational interest, subject to approval of DG, DGQA.

17. **Non-compliance of Posting/Transfer Orders:** In case an official does not report at the new Establishment/Unit within the stipulated time, the same will be treated as 'Unauthorized Absence'. The official concerned shall be liable for disciplinary action under relevant Rules for the charge of lack of devotion to duty and conduct unbecoming of a Govt. servant.

18. **Relaxation:** Any relaxation of the provisions or contingencies not covered in the above mentioned policy guidelines, will be considered on its merit with the approval of the authority empowered to approve posting/transfer.

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Section – II : Transfer on Compassionate Grounds

19. Transfer on Compassionate Grounds is not a matter of right and may not be linked necessarily with RTP. It should be based on genuine grounds since need for compassionate transfer may occur anytime. Request for compassionate transfer to their choice of station can be availed only **once** in the complete service on any grounds other than medical, for personal reasons on completion of minimum two years station tenure.

20. In addition, if an employee himself/herself or his/her spouse or his/her dependent is suffering from any serious disease, his/her request for posting/transfer on medical grounds, may again be considered by the Competent Authority after satisfying himself that such posting/transfer would be helpful to the employee, subject to administrative convenience, which in any case, would be paramount. Application must be accompanied with medical documents from a Competent Medical Authority not less than CMO/Head of Department of Govt. Hospital. The nature of illness and reasons justifying the retention must be clearly brought out.

21. In compassionate posting/transfer cases and where posting/transfer is issued on specific request of an employee who has not completed the prescribed station tenure, no TA/DA and joining time will be admissible to him and his family. The individual will travel at own expense and journey period will be covered by grant of leave due and admissible. However, where an official is accommodated to his choice of posting after completing the prescribed tenure, he will be entitled to TA/DA and joining time as admissible under the rules.

22. Officials may seek mutual transfer as per applicable GoI rules & regulations under the following conditions:-

(a) A person will be allowed to exercise the request for mutual transfer/posting only once in his/her full service tenure. An application for mutual transfer should normally be accepted on completion of 05 years of service of both the individuals in their present station.

(b) Application for mutual transfer should be adequately justified. Mutual transfer will be considered only in exceptional case and it is not to be considered as a matter of routine. Application of those officials having less than 03 years of left over service will not be considered for mutual transfer.



(c) Mutual posting can be made only between person holding same post and same discipline on regular basis. Mutual transfer/posting will not be entertained between person holding different posts.

(d) The officers concerned should be clear from Vigilance Angle.

(c) The request for mutual transfer should be recommended by the ADGsQA concerned.

23. An individual seeking transfer on compassionate grounds will submit the application as per proforma at **Appx 'A'** given along with Undertaking at **Appx 'B'**, Certificate for travel at Govt expenses or own expenses at **Appx 'C'**, Medical Certificate at **Appx 'D'** and other relevant documents, in support of the grounds.

24. The Head of Establishment (HoE) will scrutinize the application submitted by an employee in the light of the guidelines/conditions enumerated in this Policy. He will verify the grounds on which transfer has been sought and will furnish a certificate to this effect as per **Appx 'E'**. Application with justification and completed in all respects, will be forwarded within one month from its receipt to the concerned Tech Dte alongwith recommendation of HoE. Further, Tech Dte, with the recommendation of concerned ADGsQA will forward the case to Adm Dte for taking up the case with the Competent Authority i.e. DG, DGQA for approval. **The HoE/Tech Dte will not withhold any application for compassionate transfer under any circumstance.**

25. No application for posting from one unit to another unit in the same station will normally be entertained. In special circumstances, however, such applications may be forwarded to Adm, Dte (Adm-7A) for consideration, duly explaining in detail the circumstances warranting special treatment. This would, however, be considered subject to administrative constraints and the tenure of both places will be considered as one station tenure.

26. Posting order, once issued will normally not be cancelled. However, where there are unforeseen circumstances, proposal for cancellation of posting order with full facts and justification, will be forwarded by Estt./Units with recommendation of the HoE for consideration of the Competent Authority i.e DG, DGQA through concerned Tech Dte. On receipt of the posting order, the applicant will be relieved within 07 days and completion report will be forwarded to all concerned within 15 days.

Screening Committee

27. A Centralized Screening Committee will be constituted under the Chairmanship of ADG (Adm) to consider the applications forwarded by the internal screening committee of the Dte level for compassionate transfer for making the recommendation on merit of the case. The Screening Committee will consist of a Chairperson and members as decided by DG, DGQA. Medical advice will be sought wherever necessary to determine genuineness of disease (Screening Committee may include a Medical Officer, if available). Screening Committee may call and interview any of the applicants, if desired. The application which are recommended by the Committee, will be put up to the Competent Authority i.e. DG, DGQA for approval.

28. Any relaxation of the provisions or contingencies which are not covered in the above guidelines; will be considered on its merit with the approval of the DG, DGQA.

29. The Policy of posting/transfer of Group B officials (technical) issued earlier by this Department alongwith subsequent amendment stands superseded.

Encl: As above



(A.K. Srivastava)

Deputy Secretary to the Govt. of India

DG, DGQA

Copy to:-

- (i) ADG(Adm) with the request for its wide circulation.
- (ii) Guard File

89/2

Whether Certificate to the effect
that he/she is willing to travel at
his/her own expense attached

YES/NO

Whether the individual has completed
prescribed station tenure under RTP

YES/NO

SIGNATURE OF APPLICANT

TATION

ATE

**RECOMMENDATION OF THE
HEAD OF ESTABLISHMENT**

88/c

CERTIFICATE BY THE HEAD OF ESTABLISHMENT

) Certified that the grounds on which Shri/Smt/Kum
..... has applied for posting have been verified in
consultation with the civil authorities and found to be correct.

OR

Certified that I am satisfied of the genuineness of the grounds on which
Shri/Smt/Kum..... has applied
for posting to the stations of his/her choice.

) Certified that on receipt of the posting order, and after ascertaining the availability of the vacancy
from the receiving Establishment, Shri/Smt/Kum
..... will be relieved within seven days.

HEAD OF THE ESTABLISHMENT

TATION

DATE

87/c

CERTIFICATE

.....(Name),.....
T.No. if any) ,.....(Designation) of

.....(Name of Estt/ with address), am willing to travel
at my own expense when transferred on compassionate grounds. I agree to abide by the existing rules
governing leave, seniority, etc.

OR

.....(Name),.....
(T.No. if any) ,.....(Designation) of

.....(Name of Estt/ with address), will travel at Govt.
expense and joining time as applicable under the rules. I agree to abide by the existing rules governing
leave, seniority, etc.

SIGNATURE OF APPLICANT

Strikeoff whichever is not applicable

COUNTER SIGNATURE OF THE
HEAD OF THE ESTABLISHMENT

86/4

UNDERTAKING

Shri /Smt am willing to forgo seniority to the grade ofon
ompassionate posting to

SIGNATURE OF APPLICANT

COUNTER SIGNATURE OF THE
HEAD OF THE ESTABLISHMENT

85/c

CERTIFICATE

.....(Name),.....
T.No. if any) ,.....(Designation) of
.....
.....(Name of Estt/ with address), have applied for
transfer on Compassionate Grounds.....times, out of which my application was approved
..... times. Details of which are as follows:-

S.No.	Date on which applied for Transfer on Compassionate Grounds	Grounds for seeking Transfer on Compassionate Grounds	Status of Application (Approved/Rejected/Not forwarded to HQ)	Date of Intimation, in case of Approval of Application

SIGNATURE OF APPLICANT

COUNTER SIGNATURE OF THE HEAD OF THE ESTABLISHMENT