

OFFICE MEMORANDUM

Aizawl, the 21st August, 2006

Subject: Guidelines for transfer and posting of MCS Officers.

The question for adopting certain norms and principles for transfer and posting of MCS officers has been under consideration of the Government for sometime. Therefore, it has been decided to lay down the following guidelines/norms for transfer and posting of the MCS Officers, except in cases where the principles contained in this memorandum are not practicable.

1 Classification of posting place:

Posting places shall be classified into 3(three) categories viz (1:1) Soft posting place (1:2) Normal posting place and (1:3) Hard posting place.

- 1:1 Soft posting shall be posting within the capital area of Aizawl.
- 1:2 Normal posting shall be posting in all other District/Sub-Division/Block Hqrs. other than hard posting place and it shall include posting in various places of Mizoram Houses outside the State of Mizoram.
- 1:3 Hard posting shall include posting at Chawngte, Tlabung, Zawlnuam, Kawrthah, Bunglemun, Sakawrdai and any remote places that may be specified by the Government from time to time.

2 Tenure: Tenure of posting shall be as shown here under: -

- 2:1 The Tenure of posting to any post in general shall not exceed 3 years in all cases, except in the case where there is no other officer to relieve such officer on the ground of his/her special qualities of performance as well as rank and status for which no other qualified officers are readily available
- 2:2 The minimum tenure of posting of a member of the Service to any duty post shall be 1(one) year except in the case of officer who is required to be placed under suspension or who has to be transferred on ground of disciplinary proceeding against him before completion of 1(one) year service.
- 2:3 The normal tenure of posting in a hard posting place shall be 2 years.
- 2:4 Any member of the Service who is posted in hard posting place shall not be retained for more than 2(two) years tenure in the same station except with his own consent.
- 2:5 No member of the Service shall be allowed more than 3(three) time tenure in the same post and place of posting.

3 General Principles: Posting of member of the Service shall be determined as below:-

- 3:1 There shall be job-wise and station-wise rotational transfer of officers irrespective of gender.
- 3:2 No member of the Service during the period of probation shall be posted to any post included in the list of Head of Office under the delegation of Financial Power Rule to take independent charge.
- 3:3 Any member of the Service in the Junior Grade shall be given rotational transfer & posting to the Offices of D.C. or other Cadre posts in the Directorate where they may be well trained in the Office procedure and other aspect so that his/her service may be fully utilized in a befitting manner and to make him/her aware of Office Procedure.
- 3:4 Any member of the Service shall, while serving in Junior Grade or Senior Grade at least be given hard posting for a period of not less than one tenure.
- 3:5 Any member of the Service who is eligible in his/her rank and status to be posted to the duty post in Secretariat shall at least be posted in the Secretariat for 2(two) tenure while serving in the Senior Grade and above.
- 3:6 The seniority of an officer in the grade may be taken into account while considering transfer and posting so that the junior may not hold the post bearing higher prestige and responsibility though they are in the same grade.
- 3:7 No member of the Service shall be posted to the remote and same hard posting place for 2(two) consecutive tenure except with the consent of the officer.
- 3:8 No member of the Service shall be posted to any post either in the cadre post or ex-cadre post which is inferior lower in rank and status than the post/cadre specified in the Schedule 'A' where the officer is appointed regularly.
- 3:9 A member of the Service shall be allowed to choose where he/she shall be posted within a period of 1(one) year before date of retirement on superannuation subject to availability of sanctioned post of the grade he/her is holding at that point of time.

4 Normal Tenure in respect of Liaison Offices/Mizoram Houses:

- 4:1 The normal tenure in respect of officers posted as Joint Resident Commissioner/Deputy Resident Commissioner/Senior Liaison Officers/Liaison Officers shall be 3(three) years extendable for a maximum period of 2(two) years.

5 **Deputation:** Deputation of a member of the Service shall be governed by the following:

- 5:1 Any member of the Service appointed/posted to any ex-cadre post shall be treated as on deputation and he/she shall be governed by the deputation regulation in vogue within the state.
- 5:2 Any member of the Service, while on inter-state deputation or deputation to autonomous body or under any body incorporated or not, shall be allowed to draw the pay attached to such post where he/she is deputed. But if he/she is posted on deputation to any ex-cadre post under the Govt. of Mizoram he/she shall be entitled to draw his/her own grade pay and no deputation allowances or any other remuneration shall be allowed.
- 5:3 No member of the Service shall be transferred on deputation under any autonomous body or Agencies except with his/her own consent.
- 5:4 The period spent on deputation within the State or the period spent on foreign assignment or outside state assignment shall be treated as stay at the station from where he/she proceeded on such deputation/assignment.

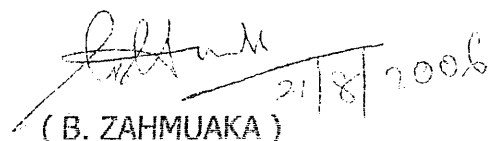
6 **Exception:** The transfer and posting of MCS officers after normal specified tenures may be deferred in case of extreme exigencies if, in the opinion of the Government, there is a genuine compelling circumstance.

Sd/- HAUKHUM HAUZEL
Chief Secretary to the Govt. of Mizoram.

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Copy to: -

Aizawl, the 21st August, 2006

1. Secretary to Governor, Mizoram.
2. Secretary to the Chief Minister, Mizoram.
3. PS to Speaker/Dy. Speaker, Mizoram.
4. PS to Ministers/Ministers of State, Mizoram.
5. PS to Vice Chairman, State Planning Board, Mizoram.
6. PS to Dy. Chief Whip, Govt. of Mizoram.
7. PPS to Chief Secretary, Govt. of Mizoram.
8. PPS to Principal Secretary, R.D. etc. Department, Govt. of Mizoram.
9. All Commissioners/Secretaries, Govt. of Mizoram.
10. Secretary, Mizoram Public Service Commission, Aizawl.
11. Secretary, Mizoram Legislative Assembly.
12. All Administrative Heads of Department, Govt. of Mizoram.
13. All Heads of Department, Govt. of Mizoram.
14. Guard File No.18


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Deptt. of Personnel & Administrative Reforms
Civil Service Wing.