

**PRASAR BHARATI  
(BROADCASTING CORPORATION OF INDIA)  
PRASAR BHARATI SECRETARIAT**

PTI BUILDING, 2<sup>ND</sup> FLOOR  
SANSAD MARG, NEW DELHI-110001

No. A-10/40/2007-PPC

Date : 26/3/2007

**Subject: Transfer policy for Prasar Bharati employees-incumbency of officers of Prasar Bharati-regarding.**

It has been observed that many officers in AIR and Doordarshan have over stayed at a particular Station/Kendra and are posted there for a very long time in violation of the transfer policy. It has been decided that both the Directorates may prepare list of officers having stay of 4 years, 5 years, 6 years and more than 6 years at a particular Station. They may prepare a proposal for transfer of officials having longer stay and issue the transfer orders in phases with the approval of the competent authority by 15.05.2007. The officers having the longest stay at a particular station be transferred first and transfer orders may be issued preferably on the basis of logitivity of stay i.e. cases of 6 years stay or more at one station be exhausted. Then 5 years stay and so on.

2. In cases of exceptions a comprehensive proposal listing each case may be sent to CEO for his approval. The transfer of the officers of the level of Directors in Doordarshan posted at important stations, may also be made after seeking the approval of CEO. The proposal of transfer of SAG officers may be sent to CEO for this approval.

3. CEO has also desired that a plan for filling up/deployment of successors in case of retiring officers be also chalked out & implemented. The representation, if any, received before or after the issue of the transfer orders may please be considered on merit and decided accordingly. The action taken report may be sent to this Sectt. for perusal of CEO.

4. This issues with the approval of Chief Executive Officer, Prasar Bharati.

**(G.G. Saxena)**  
**General Manager (Personnel)**  
**Tel. No. 23352543**

1. **Shri Brijeshwar Singh,**  
**DG, AIR**  
**Akashwani Bhawan**

2. **Shri L.D. Mandloi,**  
**DG: Doordarshan,**  
**Doordarshan Bhawan,**  
**Mandi House**

**No. 503/16/92-Scor  
Directorate General: Doordarshan**

New Delhi, dated: 31.12.1992

**OFFICE MEMORANDUM**

**Subject: Transfer policy.**

\* \* \*

The transfer policy of Doordarshan has been a subject matter of discussion for quite some time. It is felt that a uniform policy should be adopted for all cadres of Doordarshan viz. Programme, Engineering and Administration. Accordingly it has been decided that a uniform transfer policy as applicable in All India Radio shall be implemented in Doordarshan as well. This transfer policy shall come into effect from the date of issue of this Office Memorandum.

2. To facilitate the field offices and the staff working in them, copies of the following Office Memoranda issued by the All India Radio in respect of transfer policy are enclosed which will mutatis-mutandis be applicable to the personnel working in Doordarshan also in supersession of any earlier orders:-

- (i) DG: AIR, O.M. No. A-11019/22/81-Scor dated 4/7<sup>th</sup> August, 1981.
- (ii) DG: AIR, O.M. No. 3(20)/87-S-I(A) dated 23.04.1987.
- (iii) DG: AIR, O.M. No. 3/1/89-Scor(Vol.II)/561 dated 3.8.1992.

3. In the event of any employee feeling aggrieved by the transfer, the case will be considered on merits.

**Sd/-  
(R.P. Singh)  
DEPUTY DIRECTOR (ADMN.)  
TELE. 382452**

Copy to:

- 1. All DDKs/DDMCs/PGFs/PPCs/HPTs etc.
- 2. CPC/CP&S/DCS/PEU, Vigyan Bhawan.
- 3. All Officers/Sections in the Directorate.
- 4. CEs of North/South/East/West Zones.
- 5. All recognised Associations (as per list enclosed).

**Sd/-  
(R.P. Singh)  
DEPUTY DIRECTOR (ADMN.)  
For DIRECTOR GENERAL**

**No. 3/1/89-Scor (Vol.II)  
Government of India  
Directorate General: All India Radio**

New Delhi - 110001  
Dated the 3<sup>rd</sup> Aug., 92

**OFFICE MEMORANDUM**

**Subject: Period of stay of staff at some difficult stations of AIR – Transfer policy.**

Attention is invited to sub para (ii) of para 1 of letter No. 310/78/75-B(D) (Vol.II) dated 14.7.1981 of Ministry of Information and Broadcasting and circulated to all Heads of AIR Stations/Offices vide this Directorate's letter No. A-11019/22/81-Scor dated 4/7.8.1981 on the above subject.

2. The undersigned is directed to say that officers except locals, who have worked for an active period of 2 years in AIR Stations/Offices of Punjab and Union Territory of Chandigarh may be considered for transfer.

3. This issues with the approval of Director General.

**Sd/-  
(GAYATRI SHARMA)  
DEPUTY DIRECTOR OF ADMN(S).**

\*\*\*\*\*

**GOVERNMENT OF INDIA  
DIRECTORATE GENERAL: ALL INDIA RADIO**

No. A-11019/22/81-Scor

New Delhi, the 4/7<sup>th</sup> August, 1981

**Subject: Transfer policy.**

In supersession of all previous orders relating to the transfer policy, a copy of letter No. 310/18/75-B(D) (Vol.II) dated 14<sup>th</sup> July, 1981 from the Ministry of Information and Broadcasting is forwarded for guidance/compliance.

**Sd/-  
(H.N. Biswas)  
DEPUTY DIRECTOR OF ADMINISTRATION (E)**

**No. 310/78/75-B(D) (Vol.II)**  
**GOVERNMENT OF INDIA**  
**MINISTRY OF INFORMATION AND BROADCASTING**

New Delhi, the 14<sup>th</sup> July, 1981

**Subject: Transfer policy.**

Sir,

I am to say that in supersession of all previous orders issues on the subject either by the Ministry of Information & Broadcasting or by the Directorate General, All India Radio, it has been decided that subject to exigencies of public service, the transfers of personnel employed in All India Radio should henceforth be regulated by the following principles :-

- i) The stations/offices of All India Radio will be categorized in to A, B & C categories, as indicated in the Annexure, for the purpose of fixation of tenure of personnel at these stations/offices. This categorisation may be reviewed by the Government from time to time.
- ii) The normal tenure at stations, offices categorised as 'A' & 'B' will be four years and at stations/offices categorised as 'C' will be two years.
- iii) Locally recruited, members of staff of Group 'D' and other low paid employees would normally not be transferred except on promotion or on receipt of a written request from the employee in question.
- iv) Transfer of the other non-gazetted staff posted at Category 'A' & 'B' stations may not be made as a matter of routine after expiry of the normal tenure of four years.
- v) The tenure of mainland recruits at AIR, Port Blair, will however, be invariably four years (fixed) on completion of which they shall be transferred.
- vi) Normally on first appointment as a Station Director, an officer will be posted at 'B' station before being considered for holding charge at an 'A' station.
- vii) An Assistant Station Director on his first promotion/appointment, will not be posted to an auxiliary centre where he has to work independently. Likewise, a Station Engineer on his first promotion will not be posted to an Auxiliary Centre where he will be Head of the Station.
- viii) At lower levels in the Programme Cadre, officers will normally be given an opportunity to serve at both 'A' and 'B' Stations, to enable them to gain experience of all aspects of broadcasting.
- ix) When the question of transfer is considered, as a normal rule, a person with the longest continuous stay at the station, irrespective of the rank(s) held by him earlier, should ordinarily be transferred first. For this purpose, the service rendered at a station as a local recruit will not be taken in to consideration for determining the

length of continuous stay at that Station. Also, the actual period of continuous service at the site(s) of installation(s) will be excluded for computation of continuous stay provided the period of stay at the installations is more than ninety days in a calendar year.

- x) As far as possible, every employees will be posted to a category 'C' station at least once during his service.
- xi) Persons who already had a spell of posting at a 'C' station would not be posted to such a station a second time if there are candidates in the same grade who are still to be posted to such a station. They may, however, be posted again on promotion.
- xii) Persons over the age of 45 years shall not be ordinarily posted to a station of high altitude, which term for the purpose will mean a station located at an altitude, of 2250 or more above mean sea level.
- xiii) For the purpose of determining the date of completion of his tenure, all kinds of leave availed of by an officer after posting to Category 'C' station will be excluded except the leave availed of by him, during his such posting, up to the extent of "Earned Leave" earned by him at that station.
- xiv) The Head of the main station authorised to make recruitment may review the position of Transmission Executives posted at Category 'C' station well before completion of tenure at the station and forwarded proposals to the Directorate regarding transfers of those persons to other stations after ascertaining the preference of the persons concerned.
- xv) Regional Offices/Sections concerned in the Directorate should, at the commencement of a year, prepare a list of those whose tenure at Category 'C' stations is due to be completed during that year. Proposals to post substitutes in their places would be formulated well ahead of the actual completion of tenure. Those who are due promotion and who have not done a term of posting at any Category 'C' Station on promotion.
- xvi) Six months before expiry of normal tenure of posting at a station, an employee may indicate his choice of minimum of three different stations where he would like to be preferably posted and such option may be taken into consideration before his next posting is decided.
- xvii) If an official offers himself for posting at any of the Category 'C' stations, a suitable note will be made of the offer and to the extent possible, such an offer would be accepted.
- xviii) In case an official posted at a category 'C' station is willing to continue at that station notwithstanding completion of his normal tenure there, he may not be transferred from that station, unless the conditions other than the tenure justify his transfer from that station.
- xix) Posting/transfer orders of an employee who is serving at a category 'C' to a category 'A' or 'B' station on completion of his tenure at a category 'C' station shall be issued at least one month before the completion of his tenure.

- xx) In the matter of posting, officials who have not already been posted at a particular Station, shall have precedence over others who had already had full tenure at that station.
  - xxi) Members of staff, who are within three years of reaching the age of superannuation, will, if posted at their home town, not be shifted there from, if it becomes necessary to post them elsewhere, efforts will be made to shift them to or near their home towns to the extent possible.
  - xxii) The transfers of members of staff who have been given specialised training, whether in India or abroad, and those who are found to have aptitude for research work will be guided by consideration of full utilising their training/talents, than by any other considerations herein.
  - xxiii) Only the Chief Executive of the Central Body of a recognized Association/ Union/ Federation as defined in the Constitution of that Association/ Union/ Federation, or where the Chief Executive has not been specifically defined in the constitution of such an Association/Union/Federation, the General Secretary there of, may, if he is posted at a station/office outside Delhi/New Delhi, be brought on transfer to a Station Office at Delhi/New Delhi. In case, however, he is already posted at a Station/ Office in Delhi/New Delhi, he will not be transferred to a station/office outside Delhi/New Delhi so long as he continues to hold the office by virtue of which he is entitled to be retained at Delhi/New Delhi.
  - xxiv) Efforts will be made to the extent possible to see that husband and wife serving in All India Radio and Doordarshan are posted at one place, if they so desire.
  - xxv) Transfers will as far as possible be synchronised with the end of the academic year so that the education of children does not suffer.
  - xxvi) An index card for each employee may be maintained at Directorate or Regional Zonal Office as the case may be. This index card will contain the record of the employee's previous posting/transfers as also his latest choice of Stations of next posting and would be consulted before every transfer/posting.
2. Transfer policy, as enunciated above, should be implemented as objectively as possible. If any exception is required to be made, it should be got approved at the highest level in the Directorate.

Yours faithfully,

**Sd/-**  
**(M.K. RAMASWAMY)**  
**DY. SECRETARY TO THE GOVT. OF INDIA**  
**TELE: NO. 381043.**



- 39. Jodhpur
- 40. Khanpur
- 41. Kingsway
- 42. Madras
- 43. Nangli
- 44. Rajkot

- 46. Vijaywada
- 47. Rewa

**COMMERCIAL BROADCASTING SERVICE**

- 48. Chandigarh
- 49. Kanpur

**REGIONAL ENGINEER**

- 45. Regional Engineer (E)
- 46. Regional Engineer (N)
- 47. Regional Engineer (S)
- 48. Regional Engineer (W)

**HPTs**

- 50. Alleppay

**OTHERS OFFICES OF AIR**

- 49. Akashwani Group of Journals
- 50. Betar Jagat
- 51. Central Stores
- 52. Civil Construction Wing
- 53. External Service Division.
- 54. S.T. & P.E.S., New Delhi
- 55. News Services Division
- 56. Office of Research Engineers, New Delhi.
- 57. Office of Dy. Dir. General (ER), Calcutta.
- 58. Office of Dy. Dir. General (WR), Bombay
- 59. Office of Dy. Dir. General (NE), Guwahati
- 60. O.L.S. Srinagar.



**GOVERNMENT OF INDIA/BHARAT SARKAR  
DIRECTORATE GENERAL: ALL INDIA RADIO**

No. 3(20)/87-SI(A)

New Delhi-1, the 23.4.87

**OFFICE MEMORANDUM**

**Subject: Transfer policy and posting at one of the difficult choice stations.**

One of the guidelines prescribed in the transfer policy laid down by the Ministry of I&B in their letter No. 310/78/75-B(D) Vol.II dated 14.7.81 inter-alia states that an officer governed by all India transfer liability, should be posted as far as possible at least once in his/her career at one of the difficult station of All India Radio. As a matter of fact, an officer can be posted at a difficult station each time he/she gets promotion, but keeping in view the difficulties faced by the transferees such practice is followed in the rarest of rare cases.

2. From the past postings of officers, it has been observed that while some of the officers have served at difficult stations on two-three occasions, there are a large number of officers who have never been posted to a difficult station. This is not a healthy situation. Objectivity and impartiality demands that except in cases where there are genuine difficulties or cases covered under exceptions provided in the transfer policy, each and every officer must serve at a difficult station at least once in his career. This Directorate is conscious of the problem in such difficult stations and can, therefore, consider sympathetically all requests for posting at one of the difficult choice stations and in exceptional cases can consider reducing the tenure to a certain extent, but unwillingness for such transfers and bringing outside pressure for cancellation of transfers will be seriously dealt with.

3. It has been further observed that there are some persons who not only wish to continue at a particular station/state, but also resist any move for transfer at the prime of their careers. Transfer from one station to another is not only in the interest of the officer and gives him varied experience and exposure to the culture and traditions of difficult states, but also in the larger interests of broadcasting. On a number of occasions earlier, the Heads of Offices have been advised not to forward representations to this Directorate before the completion of the tenure, unless it merits sympathetic consideration due to some peculiar circumstances. However, no heed is being paid to these instructions, and representations are forwarded to this Directorate in a routine manner and that too very frequently. This unnecessarily increases the avoidable work.

4. Another tendency which has been observed in this Directorate is the fact that officers keep on requesting this Directorate for a choice posting before or on completion of the tenure at a particular station. It may be reiterated that the claim for choice posting is available to only those officers who are working at difficult stations. Thus representations for choice posting from persons working at non-difficult station need not be referred to this directorate unless the representation merits sympathetic consideration.

5. This Directorate keeps an up-to-date record of all officers and considers all aspects before issuing any transfer order. Thus in the normal course, the transferee must be relieved immediately in respective of any representation. But in case due to any reasons great hardships are expected to be faced in the implementation of the Directorate's orders, -

the matter can be referred to this Directorate with the specific recommendations of the Head of Office. But this has to be only in exceptional cases.

6. All the Heads of Offices are hereby advised to ask all the officers working at their Stations and governed by All India transfer liability about their choice for posting at one of the difficult stations of All India Radio indicated in the enclosed list and send the same to this Directorate by 15<sup>th</sup> May, 1987. In case, the options for posting to a particular choice station are not received, this Directorate will be free to post any officer who has not served at a difficult Station to any of the difficult stations according to the needs and requirements of the Departments, and in such cases representation for change of posting will not be considered/entertained under any circumstances.

7. The contents of this order may be carefully noted and brought to the notice of all officers and options sent to the concerned Administrative Sections of this Directorate by the stipulated date.

Sd/-  
**(AMRIT RAD SHINDE)**  
**DIRECTOR GENERAL**

LIST OF DIFFICULT STATIONS IN ALL INDIA RADIO

<b>S. No.</b>	<b>Name of Stations</b>	
1.	Aizwal	-NE-
2.	Agartala	-NE-
3.	Dibrugarh	-NE-
4.	Imphal	-NE-
5.	Kohima	-NE-
6.	Leh	
7.	Passighat	-NE-
8.	Tawang	-NE-
9.	Tezu	-NE-
10.	Ambikapur	
11.	Chhatarpur	
12.	Jagdapur	
13.	Jeypore	
14.	Silchar	-NE-
15.	Suratgarh	
16.	Gangtok	
17.	Port blair	
18.	Adilabad	
19.	Itanagar	-NE-
20.	Tura	-NE-
21.	Guwahati	-NE-
22.	Shillong	-NE-

**Note :** In respect of Stations falling in the North, East the tenure is 2 years for officers who have more than 10 years service at their credit. For officers with less than 10 years service, the tenure will be 3 years.