

REVISED TRANSFER POLICY

In order to provide a balanced experience, knowledge of all aspects of Surveying, relief to those serving at hard areas, courses at Survey Training Institute and to maintain sufficient manpower to meet the departmental obligations, transfer/postings within the department are necessary. Transfer/postings affect everyone in the Department, and therefore, in order to provide an equitable and just basis, a firm policy on this subject is necessary. Henceforth, Transfer/Postings shall be carried out in accordance with the following policy/ guidelines.

- a. In accordance with laid down policy of the government, maximum opportunity shall be provided to every official to serve closest to his home station as long as possible.
- b. On 1st appointment, the officer/official will preferably be posted to the station other than his home province.
- c. Minimum period of stay at every station shall be three years unless/ otherwise dictated by service conditions. The words "dictated by service condition" are further defined in the Chapter-3, under heading "Posting and Transfer" (Pages 381 to 396 of Esta Code, Edition-2015)
- d. Transfer of officers shall depend upon the requirement/expertise of manpower at a particular station/circle/directorate.
The concerned director should be informed / discussed before a key person is posted out from his directorate so that on-going job does not suffer.
- e. Female officials shall not be displaced unless compelled by exigencies of service or at their own willingness. Particular care shall be taken not to dislocate spinsters/ unmarried female officials.
- f. Technical Assistants of all cadres/ Survey Officers shall have at least two tenures of three years in field circle /directorate except Reproduction staff. However, Assistant Directors and Deputy Directors shall have at least one tenure of three years in the field circle / directorate.
- g. If an official is willing to stay at hard station for longer duration of time on his own willingness/accord, he may be permitted to do so unless/ otherwise dictated by service conditions.
- h. The officers/ officials already served at hard station i.e. Murree and Quetta will not be posted to hard station again until all officers/ officials of the cadre served at these stations.
- i. Posting to/attachment with Survey Training Institute for training will be counted towards tenure at Rawalpindi/ Islamabad.

- j. 45 days' notice to be given to officer/official for preparation, who is proposed to be posted.
- k. B-I/II employees are locally recruited; therefore, they shall not be posted out except specific orders of the Surveyor General of Pakistan/ Deputy Surveyor General.
- l. The officials who come back after Foreign Training should be posted at S.T.I for two years as far as possible.
- m. Genuine and pressing compassionate posting shall be considered one time in entire service of officers/officials.
- n. Applications for cancellation of posting may be considered on compassionate grounds, after confirmation of genuineness of problems/circumstances stated by the applicant.
- o. Request for transfer on Medical grounds may be considered after due verification from a Medical board, if deemed necessary.
- p. In last 03 years of service, the officer/ official should be placed at their home station or station of their choice.
- q. Instructor posted at S.T.I should be well qualified. Particularly, they have passed certificate/ diploma with high grade/ marks.

It supersedes this office letter No. 1089/37-G-11, dated 07.05.2011, please.

Authority:- SGO letter No. 85/37-G-11. dated 14th January, 2020.