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DIRECTORATE GENERAL
CENTRAL INDUSTRIAL SECURITY FORCE
(MINISTRY OF HOME AFFAIRS)
BLOCK-13, CGO's COMPLEX
LODHI ROAD, NEW DELHI-110003

No.E-38011/1/2011/Estt.III/ - 2752

Dated: 20/12/2011

CIRCULAR NO. 53 /2011.

Subject: GUIDELINES FOR POSTING / TRANSFER OF CISF PERSONNEL (NGOs - CONSTABLEs (GD, FIRE, PARAMEDICS & TRADESMEN), HCs, ASIs, SIs & INSPECTORs) IN VARIOUS SECTORS OF CISF EXCEPT AIRPORT SECTOR

CISF is a **Central Armed Police Force (CAPF)** of the Union of India. It was declared an Armed Force of the Union of India in the year 1983 vide Gazette Notification published in the Gazette of India Extraordinary Part-II Section-I dated 28.05.1983.

02. CISF is the premium security agency of the country which provides security to vital installations in the departments of **Atomic Energy, Space, Oil, Power, Coal, Electronics, Steel and other sectors**. A number of these installations are hypersensitive and sensitive from the security point of view. A number of those Units are located in areas affected by naxalism, militancy and insurgency as well as in strife torn States of North East and Jammu and Kashmir.

03. CISF provides security to domestic and international **Airports** and **sea ports** of the Country. Both the Civil Aviation Sector and Port Sector are exposed to threats from various quarters including threat from access through the international borders. CISF also provides security to the **Government Buildings in Delhi and monuments of iconic importance** such as Taj Mahal and Red Fort. In addition to above, CISF provides security to several protected persons of 'Z+', 'Z', 'Y' and 'X' categories.

04. As per the amendment carried in CISF Act vide CISF (Amendment) Act, 2009 No. 22 of 2009 dated 16.03.09, CISF has also been mandated to extend security cover to certain **joint/private venture companies** whose security is essential to ensure the economic infrastructure of the country.

05. As per the directions of Govt. of India, CISF has also to provide officers and personnel for certain posts in **SPG, NSG and other CAPFs** in view of the broader security requirements of the country.

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06. Similarly, 2 Battalions of CISF have been placed under the aegis of NDMA (NDRF Bns). Manpower for them is to be provided by CISF.

07. CISF has also to provide officers and personnel for **UN Missions** and other such duties.

08. In view of the duties and responsibilities described above, CISF personnel are liable to be deployed at any place within India and abroad. CISF has units all over the country in almost all the States. As per the provisions contained in Section-15 of CISF Act-1968, every member of the Force shall be considered to be always on duty and shall, at any time be liable to be employed at any place within or outside India. Therefore, on administrative grounds and in the interest of operational necessities of the Force, he/she can be posted any where in India.

09. However to maintain a balance and to make a system that there is a mix of personnel belonging to Home Zone and Out of Home Zone in a unit, the following broad guidelines are hereby issued regarding transfer and tenure of posting of the personnel, which are **subject to security considerations, availability of vacancies, new inductions, administrative and operational needs and public interest.**

OBJECTIVE: CISF is a Force with all India character. Personnel from all posts of the country are recruited in CISF. CISF would strive that each unit has fair distribution of personnel from that region as well as from other regions. At least 50% of personnel in a unit must be from other regions.

10. **SALIENT FEATURES**

- A) The Director General shall be the final authority for deciding all such transfers/postings.
- B) All annual transfer orders shall normally be issued by 31st March and in any case, not later than 30th April of the year.
- C) It is again clarified that these guidelines would only serve as broad parameters for posting the personnel, but the final decision will rest with the competent authorities in CISF and will be governed by the operational and administrative necessities of the Force.

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11 A) **MANPOWER DISTRIBUTION**

To have proper distribution of manpower and adequate representation in the Force, the posted strength of a Unit in each rank/category shall be as per the percentage given below subject to availability of vacancies and other administrative convenience, operational needs and public interest:

- a) Home State Personnel - 25%
- b) Home Zone Personnel - 25%
- c) Out of Home Zone Personnel - 50%

B) **TENURE OF POSTING**

The out of home zone and home zone tenure for posting in respect of NGOs are subject to availability of vacancies, operational and administrative needs and new inductions. The details are as follows:

I) **OUT OF HOME ZONE/HOME ZONE TENURE FOR CONSTABLEs, HCs, ASIs, SIs & INSPECTORs (EXCLUDING STENO & MINISTERIAL STAFF) OF ALL SECTORS EXCEPT NORTH SECTOR AND EAST SECTOR**

BASIC TRAINING PERIOD : NEITHER TO BE COUNTED IN HOME ZONE NOR OUT OF HOME ZONE

- a) 1st Tenure - 07 Years in Units in Out of Home Zone (excluding training)
- b) 2nd Tenure - 12 Years in Units in Home Zone
- c) 3rd Tenure - 06 years in Out of Home Zone or more
- d) 4th Tenure (Remaining Service) - To continue in OHZ. Will be considered for Home Zone subject to availability of vacancies in Home Zone (Vacancies would be calculated with stipulation that Home Zone should not have more than 50% of HZ personnel). Personnel will have to tender 6 years OHZ in 3rd tenure before this consideration starts and would be subject to the stipulation that number of HZ personnel does not exceed 50% above and on merit (i.e. personnel with more OHZ service will be posted first).

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II) OUT OF HOME ZONE/HOME ZONE TENURE FOR CONSTABLES, HCs, ASIs, SIs & INSPECTORS (EXCLUDING STENO, MINISTERIAL STAFF) OF NORTH SECTOR & EAST SECTOR

BASIC TRAINING PERIOD : NEITHER TO BE COUNTED IN HOME ZONE NOR OUT OF HOME ZONE

- a) 1st Tenure - 09 Years in Units in Out of Home Zone (excluding training)
- b) 2nd Tenure - 10 Years in Units in Home Zone
- c) 3rd Tenure - 08 years in Out of Home Zone or more
- d) 4th Tenure (Remaining Service) - To continue in OHZ. Will be considered for Home Zone subject to vacancies in Home Zone (Vacancies should be calculated with stipulation that Home Zone should not have more than 50% of HZ personnel). Personnel will have to tender 8 years OHZ in 3rd tenure before this consideration starts and would be subject to the stipulation that number of HZ personnel does not exceed 50% above and on merit (i.e. personnel with more OHZ service will be posted first).

III) OUT OF HOME ZONE/HOME ZONE TENURE FOR STENO & MINISTERIAL STAFF

BASIC TRAINING PERIOD : NEITHER TO BE COUNTED IN HOME ZONE NOR OUT OF HOME ZONE

- a) 1st Tenure - 07 Years in Units in Out of Home Zone (excluding training)
- b) 2nd Tenure - 12 Years in Units in Home Zone
- c) 3rd Tenure - 06 years in Out of Home Zone or more
- d) 4th Tenure (Remaining Service) - To continue in OHZ. Will be considered for Home Zone subject to vacancies in Home Zone (Vacancies should be calculated with stipulation that Home Zone should not have more than 50% of HZ personnel). Personnel will have to tender 6 years OHZ in 3rd tenure before this consideration starts and would be subject to the stipulation that number of HZ personnel does not exceed 50% above and on merit (i.e. personnel with more OHZ service will be posted first).

IV) The following criteria may be followed :

- a) 1st Home Zone will be given to persons after they have finished 1st OHZ tenure. However, if no. of persons who are so eligible in more than vacancies available in that Home Zone, then persons with more 1st OHZ posting will get priority and persons with less 1st OHZ postings will have to wait. This may also be restricted by criterion that total number of persons belonging to that Home Zone should not be more than 50%. Further restrictions due to operational needs and administrative needs as approved by DG would also apply.

- b) The HZ tenure of 12 years would be divided into 04 tenures wherein the second and the fourth HZ tenure of the personnel would be so regulated that the balance of 50% in HZ personnel as also 50% retirees in a Sector, is maintained.
- c) The HZ tenure of 10 years would be divided into 03 tenures wherein the second and the fourth HZ tenure of the personnel would be so regulated that the balance of 50% in HZ personnel as also 50% retirees in a Sector, is maintained.
- d) As clarified above, a person can be considered for Home Zone in his last tenure provided vacancies are available. Criterion for that will Net Out of Home Zone posting (Net OHZ = 1st OHZ years + 2nd OHZ years - 1st HZ years). Persons with more OHZ posting will be given priority subject to operational and administrative requirements.

V) OUT OF HOME ZONE/HOME ZONE TENURE FOR CONSTABLE(TRADESMAN)

Group "D" staff has now been given group 'C' as per the recommendation of 6th Pay Commission. Posting policy in their regard to Constable (Tradesman) recruited before 31.12.2010 would be as follows and they would be required to OHZ service as follows.

- a) Age of 50 years and above : No OHZ service. To be Posted in their respective Home Zone during rest of their service.
- b) Age of 40 to 50 years : 6 years in unit in OHZ.
- c) Age of 30 to 40 years : 7 years in unit in OHZ
- d) Age of 20 to 30 years : 9 years in unit in OHZ
- e) Rest of service : In home zone as far as possible subject to availability of vacancies

Personnel who have been appointed directly as Constable (Tradesman) on or after 01.01.2011, general posting guidelines for Constable(GD) would be applicable to them.

However, they may be posted out at any time, anywhere in the country on administrative / operational necessity.

VI) OUT OF HOME ZONE/HOME ZONE TENURE FOR WOMEN PERSONNEL

- 1st Tenure - 6 Years in Units in out of home zone
- 2nd Tenure onwards: - In home zone as far as possible subject to availability of vacancies.

However, they may be posted out at any time anywhere in the country on administrative / operational necessity.

VII) OUT OF HOME ZONE/ HOME ZONE TENURE FOR WOMEN ON COMPASSIONATE APPOINTMENT

Women personnel who have been appointed on compassionate grounds only will remain posted in their respective home zone during their entire service. However, personnel under this category may also be posted out at any time on administrative ground & operational anywhere in the country. But on marriage/remarriage after compassionate appointment this preference will not be applicable and they will come under purview of posting tenure as mentioned in Para 11(B) (VI) above.

VIII) OUT OF HOME ZONE/HOME ZONE TENURE FOR EX-SERVICEMEN

It has been decided that ex-servicemen will remain posted in their respective Home Zone during their entire service except for the first tenure of 03 years (excluding training period) will be OHZ initially. After 3 years OHZ, Ex-servicemen will be posted to HZ service in Home State, however will be restricted to a maximum of 3 years in one tenure subject to operational and security consideration & OHZ/HZ/ State Quota guidelines. However, they may also be posted out at any time on administrative grounds as well as on operational and administrative considerations. .

IX) BASIC TRAINING PERIOD

Basic Training Period will be counted as Zero Zone posting i.e. neither Home Zone nor Out of Home Zone.

X) DEPUTATION CASES

In cases of deputation outside CISF the period of deputation will be counted in Home Zone/Out of home Zone where the person is physically deployed. For example, for a person belonging to South Zone, the period spent on deputation in Delhi will be treated as in out of home zone but it will be counted in his home zone if he is on deputation in Chennai.

XI) DEPUTATION TO UN MISSION

CISF personnel who are repatriated/returned from UN Mission and deputation abroad will be posted to hard area if they have not completed their hard area tenure. Also their entire tenure with UN Mission or deputation abroad in all cases will be treated as Home Zone tenure.

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XII) **TENURE OF POSTING IN A UNIT/STATION**

- a) In Unit/Station - 03 years
- b) At Sector/Zonal/Group - 03 years to 04 years
- c) At FHQrs - 03 years to 05 years

XIII) NGOs will be permitted an extension in his/her present unit for one year if his/ her ward is studying in 10th or 12th class in the current academic year. He/She will not be given extension in the next year on the ground of 2nd ward/wards studying in 10th or 12th class in the subsequent year. This policy is applicable only for two living children and can be availed once for one child's education. However, if there are operational and administrative considerations, these facilities would be curtailed.

XIV) **SPORTS PERSONNEL**

The active Sports NGOs will be preferably posted in the Reserve Battalions nearer to their training camps. After being weeding out from active Sports, general posting guidelines for NGOs would be applicable to them.

XV) **BANDSMEN**

Their posting will be considered/ issued by FHQrs. after all the Band Units in RTCs are raised. Tenure will be of 06 years and they should be transferred in a team as a whole or instrument-wise.

XVI) **DOG HANDLERS / BDDS-**

A maximum of 12 years be given to a Dog handler / BDDS i.e. 04 tenures. Special instructions for them will be issued separately.

XVII) **MARINE COMMANDO AND MARINE TRAINED PERSONNEL:**

A tenure of 09 years in the marine wings (i.e. 3 units with 3 years tenures in each) will be given. If all 3 postings are OHZ, the person will be posted to HZ irrespective of other norms. If one posting is in HZ, then normal guidelines will apply.

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XVIII) Civil Aviation Security is a specialized area. CISF personnel deployed in Civil Aviation security have to undergo basic AVSEC training/course. A large number especially ASIs and SIs those who have done graduation have to pass the screener test to make them eligible for screener duties. They are also tested periodically and if any one fails in the test, he/she rendered ineligible for the screener duties. Thus, Airport Security Group (ASG) has to provide large pool of skilled manpower whose skills are much more than an ordinary member of a CAPF. Given these considerations, CISF HQrs and Airport Sector have decided that CISF personnel will be deployed according to the guidelines issued separately which are on the basis of categorisation of Airports.

XIX) **SSG BATTALION**

- a) The tenure of SSG Bn may be kept as 04 years.
- b) 50% of tenure of NS personnel in SSG Bn will be considered OHZ.
- c) Personnel returning back from SPG may be posted to SSG Bn for one tenure irrespective of their HZ/OHZ eligibility being trained manpower subject to their suitability.

XX) **NDRF BATTALION**

The tenure of posting in NDRF battalion would be 05 years except on administrative grounds/operational exigencies.

XXI) **RESERVE BATTALION :**

- a) As the Reserve Battalions are meant for I.S duty, younger people should be posted to Res. Battalions because deployment of I.S duties from Reserve Battalions requires physically fit people.

XXII) **QRT/VIP TRAINED** : NGOs working in QRT/VIP Security should continue in these professional fields for 6 years and for VIP Security. They should be rotated in a systematic manner so that a person does not remain attached with a person for more than two years. However, the tenure of posting at one station in QRT and STF will be for three years. The total tenure for STF NGOs would be three years extendable for a maximum period of six months by the concerned DIG on need basis.

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XXIII) **RADIO OPERATOR/MECHANIC/ ARMOURER:** Radio Operator/Mechanic, Armourer not under technical staff. Tenure applicable as per other ranks.

XXIV) **INSTRUCTORS:**

- a) SOs & ORs will be considered for posting to the Training Sector as instructors only after completion of one tenure in the field Units.
- b) Instructors posted at the Training Sector will have to serve 04 years in the Training Institutions, which can be extendable to 05 years in exceptional cases.

XXV) **HARD AREA TENURES**

- a) Hard areas for the purpose of posting will include - North East and J&K and hypersensitive units of LWE as identified from time to time. The units presently identified as LWE areas are as per Appendix 'A'.
- b) For NGOs upto 57 years there will be at least 02 (two) hard area tenures of 3 years each. In addition to this they can be posted to any hard area based on administrative / operational requirements and exigencies of service.
- c) While posting to home zone, Sector IsG will give the personnel first a tenure of home zone hard area, if the person had not done hard area posting earlier and thereafter they will be posted to any other unit in their home zone.
- d) Any kind of leave / attachment/ temporary duty for more than 30 days would not be counted for the purpose of hard area tenure.
- e) All the NGOs are required to serve at least two tenures in the units in Hard Area and Res.Bn during their service career.
- f) **However, posting of a person belonging to a State where Hard Area unit is situated would not be considered Hard Area posting for him.**

XXVI) **HUSBAND / WIFE (NGOs)**

- a) Husband and wife serving in the Force may be considered for posting in the same place (not necessarily same unit), subject to availability of vacancies and without disturbing the tenure of other personnel and keeping in view other administrative / operational needs and in the public interest.

- b) Posting of spouse at the same station where the spouse are not in CISF, Govt of India's policy on the subject shall be followed subject to availability of vacancies and as per HZ/OHZ posting policy, HZ/OHZ ratio in the units and without disturbing the tenure of other personnel. It would also be subject to administrative/operational exigencies of service
- c) No close relatives be posted in the same unit.
- d) **Regarding posting to Home Zone, both husband and wife should have completed the Out of Home Zone tenures before being considered for posting to either of their Home Zones** i.e. especially husband must have more service in the out of home zone above the cut off list for his home zone posting being maintained by Force HQrs.
- e) Other instructions regarding the tenure of Out of Home Zone / Hard Area would be applicable to both husband and wife.

12. GENERAL

- i) Due to non availability of adequate vacancy in the Zones it may not always be possible to adhere to the prescribed guidelines. In such circumstances, the NGOs due for home zone posting will be posted to their home zone on longer 'out of home zone' tenure basis on merit.
- ii) In no circumstances CISF personnel will be posted to a unit of their Home District.
- iii) Posting of NGOs having mentally retarded/physically handicapped children will be regulated in the light of Govt. of India instructions issued under Deptt. Of Personnel and Training O.M. No.AB.14017/4190Estt(RR) (Vol.II) dated January 1993 as far as possible subject to availability of vacancy and other administrative/operational requirements. Separate instructions have been issued for them.
- iv) The services rendered in DAE/DOS units shall be counted in the Zones in which the units are located. For instance, the service in DAE Kalpakkam shall be counted as South Zone; similarly in SAC Ahmedabad, it shall be counted as West Zone .



- v) Private Sector Units shall be counted in the Zones in which the units are located. For instance, the services in INFOSYS Technologies Ltd, Bangalore shall be counted as tenure in South Zone.
- vi) FHQrs will only allocate respective Sector(s) while issuing the posting order of NGOs. Further Zones/Units will be allocated by the concerned Sector IsG and Zonal DIsG. However, posting to hard areas and on administrative grounds can be done by FHQrs, if directed by DG.
- vii) Sector IsG will ensure that subsequent to issue of IZT or other transfer order including promotion-cum-posting, their unit allotment order reach FHQrs and all concerned within 15 days and accordingly, by DIG thereafter within 15 days. Representation against posting to be disposed off within 30 days. Compliance of posting will be ensured by April '30th with regard to posting order issued during IZT.
- viii) In case personnel are not willing for posting to their Home Zone either on the ground of children education, medical ground and compassionate ground etc. they may be allowed to continue in Out of Home Zone and change the Sector/unit if they are posted in a particular Unit for more than 03 years except wards studying in class 10th and 12th in the current academic year.
- ix) Sector IsG and Plant/Zonal DIsG should ensure that under no circumstances, any CISF personnel will be posted to the same unit more than once or to other unit in the same belt/area except on exceptional grounds of medical treatment or any other emergency. However, this period can be restricted to period of two postings only (5 years).
- x) Direct Recruits of respective ranks should be posted to Hard Area including identified naxal units as hard area immediately after completion of Basic Training. Sector IsG & Zonal/Plant DIsG should adhere to it strictly.

- xi) Personnel posted out on disciplinary grounds should not be posted to good units such as IOC, ONGC, Private Sector, Airports, Ports, DAE, Space etc. They may be posted to Reserve Bn., Mine Units etc.
- xii) Personnel with punishment, bad behavior, bad habits (drunkenness) etc may be posted out of sensitive units such Airport, Ports, DMRC, DAE, Space Private Sector units etc.
- xiii) Personnel of good and clean service record would be posted to DAE, DOS & Airport installations.
- xiv) First posting should be done as per existing vacancy and subsequent posting to follow a pattern / cycle (highly sensitive, normal, sensitive units).
- xv) The young SIs should initially perform at least two/three years of field duty before they become eligible for posting to STF, Airport Sector and other specialized units..
- xvi) Personnel posted in Hard Area / Naxal Area should not be generally deployed for duties like Internal Security / Election duty etc until completion of the prescribed tenure in the area.

13. This supersedes all previous Circulars issued on the subject. The instructions contained in the CISF Establishment Manual on posting transfer also stand modified to the extent.

14. In case of any questions/doubt relating to the interpretation of this Circular, it should be referred to the Director General, CISF whose decision thereon shall be final.

15. This Circular will come into force with immediate effect.

16. This issues with the approval of DG/CISF.

(S.B.SINGH) 20/12/11
INSPECTOR GENERAL/HQRS

Distribution:-

1. SDG/APS CISF New Delhi
2. All Sector IsG(IG/TS NISA Hyderabad)
3. All Zonal/Plant DIsG (including DAE , DOS, CGBS,DMRC)
4. All Gp.Commandants/Comdts/Dy.Comdts/Asstt.Comdts/OICs,CISF Units/RBs
5. All RTCs

Internal:-

01. PS to DG, CISF
02. PS to ADG, CISF
03. PS to IsG (HQrs / ADM)
04. All DIsG 05. All AIsG
06. AIG/Tech : For placing in CISF Website
05. All Sections.

