



F. No. A. 22012/05/2020-E. I (AYUSH)

**Government of India**  
**Ministry of AYUSH**

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“AYUSH BHAWAN”  
‘B’ –Block, GPO Complex,  
INA, New Delhi- 110023  
Dated, the 12<sup>th</sup> July, 2021

**OFFICE MEMORANDUM**

**Subject: Framing of Rotational Transfer Policy in respect of AYUSH physicians working in the Ministry as well as CGHS Wellness Centres/Hospitals across the country- reg.**

In compliance with the directions of the Hon’ble Supreme Court dated 31.10.2013 in WP (Civil) No. 82/2011 and in pursuance of the Department of Personnel & Training’s OM No.11013/10/2013-Estt.A dated 02<sup>nd</sup> July, 2015, the undersigned is directed to say that the Rotational Transfer Policy in respect of AYUSH physicians working in the Ministry as well as CGHS dispensaries/Hospitals across the country as detailed in the annexure shall come into force with immediate effect in supersession of all earlier policies.

4. This issues with the approval of Hon’ble MoS (IC) for AYUSH.

**Encl: 06 pages**

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(Abdul Sadiq Khan)

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To:-

1. AS&DG, CGHS, Ministry of Health and Family Welfare, Nirman Bhawan, New Delhi.
2. Director, CGHS, Ministry of Health and Family Welfare, Nirman Bhawan, New Delhi.
3. Additional Director, CGHS (HQ), Sector-13, R.K. Puram, New Delhi.
4. Joint Director (AYUSH), CGHS (HQ), Sector-13, R.K. Puram, New Delhi.
5. The Under Secretary, CGHS-I Section, Ministry of Health and Family Welfare, Nirman Bhawan, New Delhi for compliance and circulation.
6. Additional Directors of All CGHS Dispensaries.
7. NIC for uploading on the website.

**Copy to: -**

1. PPS to Secretary (AYUSH).
2. PPS to SS (AYUSH).
3. PS to JS (DSP).
4. Adv (MN)/ Adv (ATG).

**GOVERNMENT OF INDIA  
MINISTRY OF AYUSH**

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**ROTATIONAL TRANSFER POLICY FOR AYUSH PHYSICIANS WORKING UNDER  
MINISTRY OF AYUSH AS WELL AS CGHS WELLNESS CENTRES/HOSPITALS**

**1. INTRODUCTION**

1.1 In compliance with the direction of the Hon'ble Supreme Court dated 31.10.2013 in WP (Civil) No.82/2011 in the matter of Shri T.S.R. Subramanian & others vs. UoI & others, the Department of personnel and Training issued directions to the Cadre Controlling Authorities for framing a Transfer Policy in all cadres, keeping in view, among others the following:-

- i. There should be a body akin to the Civil Service Board (CSB) in each cadre to consider the posting and transfer of officers.
- ii. The number of members can be flexible depending on the requirement.
- iii. The Committee would be recommendatory body. Final decision would rest with the Competent Authority as per rules.
- iv. There should be a minimum tenure prescribed for different posts.
- v. Transfer of any officer before completing the minimum tenure may be done in public interest but the reasons for the same should be recorded.
- vi. The composition of the Committee and the Transfer Policy should be formally notified. They may also be placed in public domain.

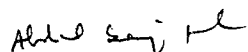
1.2 The Ministry of AYUSH being the cadre controlling authority is responsible for appointment of AYUSH physicians for posting in CGHS Wellness Centres / Hospitals under Central government Health Scheme and in the Ministry to look after the technical matters related to AYUSH sector.

**2. APPLICABILITY**

2.1 This policy shall apply to all the AYUSH physicians working in Ministry of AYUSH as well as in CGHS Wellness Centres / Hospitals all over the India.

**3. OBJECTIVE**

3.3 For an effective administrative mechanism, there is a need for credible human resource development policy with an aim to harmonize objectives of institutional memory, to avoid development of vested interests, to cater to the changing organizational need, to ensure optimum manpower utilization and to provide exposure to the AYUSH physicians working in Ministry of AYUSH as well as in CGHS Wellness Centres / Hospitals, inter-alia, ensuring overall growth of an officer for recreation of a vibrant organization. Keeping the above in view as also in order to bring objectivity and transparency in the transfer and placement of AYUSH physicians and also to provide better opportunities to officers to excel in the service, a Transfer Policy has been formulated which is outlined in the following para.



4. **TRANSFER LIABILITY:**

- 4.1 All AYUSH physicians working in the Ministry of AYUSH as well as in CGHS Wellness Centres / Hospitals are liable to be posted at Headquarters i.e. Ministry of AYUSH or anywhere in India.

5. **STATION TENURE:**

- 5.1 The normal station tenure of service for AYUSH Physicians of various grades serving in any CGHS Wellness Centres / Hospitals across the country shall be a period of 05 (five) years. An official can be posted out of station before completion of Station tenure, but, normally not before 03 (three) years as to meet administrative requirement.
- 5.2 An AYUSH Physician shall serve minimum period of 03 (three) years of the complete service in the Ministry of AYUSH mandatorily. The maximum period for serving in the Ministry shall be 05 (five) years.

6. **RE-POSTING RESTRICTIONS:**

- 6.1 An AYUSH physician, normally, may not be re-posted to same station within 03 (three) years from the date of his/her last transfer from that station.

7. **POSTING IN REMOTE / HARD AREAS:**

- 7.1 The normal tenure of posting in North-Eastern region, Jammu & Kashmir, Leh & Laddakh, A & N Islands, Lakshadweep, Dadra & Nagar Haveli shall be 03 (three) years.

8. **TRANSFER ON PROMOTION:**

- 8.1 The promotions will normally entail a change in office/station.
- 8.2 If the normal tenure of 05 (five) years has not been completed and there is a vacancy at the same station, the AYUSH physician will be retained at the same station and covered in rotational transfer on completion of normal tenure.
- 8.3 If an AYUSH physician is due for superannuation within 02 (two) years, he will be retained at the same station against an existing vacancy of the promotional post. In case of no vacancy of the promotional post then he will be transferred to another station.

9. **REQUEST TRANSFER:**

- 9.1 Request for transfers on compassion may be considered on the following grounds:
- i. Working spouse
  - ii. Serious / Terminal disease and / or extraordinary disabilities of self / family members

10. **POSTING ON RETURN FROM DEPUTATION/LONG LEAVE:**

- 10.1 An AYUSH physician returning from Deputation / Long Leave will be posted to any station on the Administrative exigencies. In such cases this posting will be treated as a fresh tenure. In case it is decided that an official is to be posted back to the station he last served, then his tenure will be limited to the balance period of the tenure prescribed subject to the



availability of the vacancy and subject to the condition that at least one year of balance tenure is left.

**11. POSTING OF DIFFERENTLY ABLED:**

11.1 Physically handicapped persons suffer from a range of problems on account of mobility. Requests from differently abled officials will therefore be considered for posting on case to case basis.

**12. TRANSFER COMMITTEE:**

12.1 There shall be a Transfer Committee with following composition for making recommendations for the transfers and postings of officers:-

- |  |   |          |
|--|---|----------|
| i. Joint Secretary (Estt.) (AYUSH)                     | - | Chairman |
| ii. Nominee of DG, CGHS not below the rank of Director | - | Member   |
| iii. Deputy Secretary/Director (Estt.)(AYUSH)          | - | Member   |

12.2 The Transfer Committee would be a recommendatory body and the final decision will rest with the approving authority. The recommendations of the Transfer Committee would be placed before the Competent Authority for approval. The Competent Authority to approve recommendations of Transfer Committee shall be the Secretary (AYUSH).

12.3 Internal transfer of AYUSH physicians working in Ministry of AYUSH within Ministry and internal transfer of AYUSH physicians working in CGHS Wellness Centres / Hospitals within the same city shall not fall in the domain of the aforesaid Committee.

**13. FUNCTIONS OF COMMITTEE:**

13.1 It shall be the duty of the Committee:

- i. To make recommendations, having regard to the merits and eligibility for consideration and availability of officers in the field of choice for appointments to posts of various grades.
- ii. To consider and make recommendation on the representation of AYUSH physicians requesting for premature transfer i.e. before completion of his/her stipulated minimum tenure of posting.

13.2 While recommending transfer of AYUSH physicians, the Committee will keep in view of the following aspects:

- i. Vacancy position.
- ii. Length of service of the officer in a particular station/unit.
- iii. Genuineness/urgency of the requests of the officers (in case of pre-mature Transfer).
- iv. Public interest involved.
- v. AYUSH physicians working in CGHS Wellness Centres / Hospitals should be given a ministerial posting on rotation basis so that they can utilize their higher qualification and gain experience.
- vi. As far as possible, post both the husband and wife at same station, if both of them are AYUSH physicians. However, they shall not be posted in the same unit.

*Atul Singh*

14. **PERIODICITY:**

14.1 The Committee will normally meet once every year in second week of February. The Committee may also meet as and when advised by the Secretary (AYUSH).

15. **PROCESS OF TRANSFER:**

15.1 The crucial date for determining the period of completion of tenure shall be 31<sup>st</sup> December of the year. As far as possible, transfers will be affected sufficiently in advance to avoid any difficulty.

15.2 The likely vacancy arising out of retirement/promotion/rotation etc. will be prepared and circulated to all eligible officers by 15<sup>th</sup> January every year. Options for choice of station in the prescribed proforma will be required to be submitted by 31<sup>st</sup> January every year.

15.3 The requests for posting/transfer should be sent to Ministry of AYUSH duly forwarded by the concerned Head of Office/Department by 31<sup>st</sup> January every year. Applications received after 31<sup>st</sup> January shall not be considered during that year.

15.4 The recommendation of the Committee shall be finalized and posting/transfer orders issued by the last week of February and 1<sup>st</sup> week of March respectively.

16. **COMPLIANCE OF TRANSFER ORDERS:**

16.1 After issue of transfer orders, the controlling officers responsible for relieving the transferred officers / employees, will be responsible for its compliance. No leave to be sanctioned to any transferee, after his / her transfer, by the controlling officers.

16.2 Non-compliance of the transfer order by the transferred officer will be viewed seriously and will attract disciplinary action against him / her.

17. **COMPETENT AUTHORITY:**

17.1 The powers to review, modify / amend and relax any of the provisions of this policy shall vest with the Hon'ble Minister for AYUSH.

17.2 The power to approve transfer and posting shall vest with the Secretary (AYUSH).

18. **GENERAL PRINCIPLES:**

18.1 The Transfer and Posting Policy shall primarily be guided by the need of efficient delivery of public services.

18.2 As far as possible and within administrative exigencies, the transfer and postings will be done in such a way that officers in general get an opportunity to service in various units catered to by the cadre.



- 18.3 All efforts will be made to see that guidelines laid down by DoP&T in the matter such as posting of husband and wife at the same station and posting of officers having differently-abled children, etc. at the station of their choice are followed.
- 18.4 Due care will be taken not to post (against sensitive posts) such officers against whom disciplinary proceedings are pending.
- 18.5 Whenever an officer requests for transfer, clear justification is to be recorded for accepting the request of the individual officers.
- 18.6 Officers who are within two years of reaching the age of superannuation, will if already posted at their station of choice, normally not to be transferred.
- 18.7 Request of officers, who are within two years of reaching the age of superannuation, for posting to a station of their choice, shall be given preference subject to administrative feasibility.
- 18.8 In case where officers try to influence transfer through means other than proper channel, action will be taken as per the provisions of CCS (Conduct) Rules, 1964.
- 18.9 It is incumbent on each officer transferred to another Station to join the new place of posting within 30 days of the receipt of the orders of transfer failing which it shall be deemed to be disobedience of the Government orders making him/her liable to be proceeded for suitable administrative/disciplinary action, as deemed fit. The office to which the officer has been transferred shall keep the Ministry of AYUSH informed about the status of joining of officer. At end of 30 days, such officers so transferred will stand automatically relieved of his duties.
- 18.10 It is incumbent on the Head of Offices, where the officer is working at the time of issue of the transfer orders to relieve the officer immediately. They should also send the Last Pay Certificate, Service Book etc. to the new place of posting of the officer so transferred within one month.
- 18.11 While effecting transfers, a person with the longest continuous stay at a station shall ordinarily be transferred first.
- 18.12 The Ministry of AYUSH reserves the right to transfer AYUSH physicians working in the Ministry of AYUSH and in any CGHS Wellness Centres / Hospitals across the country at any time in public interest, need of any institution/organization and considering the exigencies of work / service which can be carried out to meet specific requirement of post or desirable expertise, or for other administrative reasons. Likewise, the Ministry also reserves the right to allow an AYUSH physician to work at any place, in public interest, beyond the period prescribed in this Policy.



- 18.13 The Transfer and Posting Policy shall be reviewed from time to time to ensure that public service is capable of meeting the challenges arising due to rapid changes in policy framework.
- 18.14 The instant policy guidelines are issued in supersession of all previous instructions on the subject and will be effective with immediate effect and until further orders.

*Abdul Syed*

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