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Government of India
Archaeological Survey of India


Dharohar Bhawan
24, Tilak Marg, New Delhi
Dated the 18th November, 2021.

Circular

Subject: Rotational Transfer Policy (RTP) of Archaeological Survey of India –reg.

A draft Rotational Transfer Policy (RTP) for officers and subordinate staff of ASI Hqrs., and its Circles, Branches and Divisions for proper deployment and best utilization of human resources has been prepared and uploaded on ASI Website.

2. All stakeholders are requested to go through the draft RTP and send their comments/feedback to the designated official email for this purpose i.e. **feedback.rtp@gmail.com** by **18.12.2021**.



(M. Jena)

Dy. Director (Admin)

Copy to:

1. PS to DG, ASI
2. All ADGs/Jt.DGs/Directors/SAE/AD(O/L)/SAs in ASI Hqrs.
3. Heads of all Regional Offices, Circles, Branches and Divisions of ASI
4. Notice Board

Policy on Optimization of Human Resources in ASI

Archaeological Survey of India (ASI) as in 2021, after revival and creation of all required posts, has 8777¹ personnel in its role. This excludes all the contractual security guards, data entry operators, consultants and other similarly engaged personnel for limited and project specific tasks. This policy is for former group of personnel, i.e. the personnel who are permanent employees of the ASI. These are spread across 15 clear cadres and 1 miscellaneous cadre constituted (for the sake of convenience) by trades like Carpenter, Storekeeper, Marksman, Book Binder, Gestetner Operator, Engraver, Mechanic, Mason, Stone Cutter, Coupon Clerk (Canteen), Khanshama, etc. Many of these skill/trade posts have overtime been merged into Multi-Tasking Staffs (MTSs) and are in effect fading into oblivion. This policy shall guide career enhancement of personnel in ASI; their promotion; their placement at appropriate place of sanctioned strength, and overall optimization of mutual benefit of desired outcomes and professional satisfaction for ASI and its personnel respectively.

I. Objectives of the Policy:

- i. *To harmonise* objectives of institutional memory, avoid development of vested interests, and provide exposure to the personnel of working in different geographies and different offices, inter alia ensuring overall growth.
- ii. *Career development* including promotion of specialization and excellence.
- iii. *Prescribing* fixed minimum and maximum tenure to best serve the public interest.
- iv. *To achieve* the goals of the Archaeological Survey of India.

¹ Subject to reconciliation

II. Principles:

- i. **ANYONE-ANYWHERE:** All personnel are liable to be posted in any of the offices of the organization, anywhere in India or outside. Public Interest and Administrative Exigencies will be prime considerations of placement and transfer.
- ii. **HARD-SOFT RULE:** The postings shall be on an alternative cycle of a HARD and a SOFT station. Stations shall be categorized as HARD and SOFT on the basis on geography, climate and other inclement considerations. Gradation of Circles/Offices will be done every three years by ASI with the approval of DG. A HARD tenure shall facilitate a possible choice of a SOFT station out of three preferred options. This Rule shall apply only on personnel with Pay level 10 and above.
- iii. **3-5-7 FORMULA:** Minimum general tenure for personnel in a place shall be 3 years and maximum general tenure shall be 5 years. A Maximum general tenure can be extended for two more years (totaling maximum permissible tenure of 7 years) under extreme public exigency. No transfer before 3 years shall be carried out nor any request be forwarded or entertained except under administrative exigencies, public interest or compassionate grounds with express approval of the DG. A transfer shall happen for all personnel at the end of 5 or 7 years.
- IV. **CHANGE OF OFFICE RULE:** A personnel normally may not be re-posted to same office within 10 years from the date of his/her last transfer from that office. He/she may, however, be posted back to the same office at higher levels after 7 years.
- V. **PROMOTION TRANSFER RULE:** The promotions will normally entail a change in office/ station.

III. Transfer Requests

- i. GROUND FOR TRANSFER REQUESTS: Request for transfers on compassionate grounds may be considered on grounds of:
 - a. *Superannuation within 2 years*
 - b. *Working spouse*
 - c. *Serious/terminal disease and/or extraordinary disabilities of self/family members*
 - d. *Single/widow female official.*
- ii. MODE OF MAKING A TRANSFER REQUEST: All transfer requests shall be made through online mode on a specially customized e-HRMS module for ASI. Till this is stabilized, e-Gov/e-Office module may also be used.
- iii. FORMAL CHANNEL: No requests, including VIP references, shall be entertained unless request is made by the applicant as per above Mode and approved by formal channels of command chain.

IV. Transfer Considerations

- i. An extensive exercise for rotation transfer will be undertaken on annual basis. The following procedures will be followed:
 - a. *Applications for transfer will be made as per above manner in a prescribed format, by December of the year preceding the Year.*
 - b. *All willing personnel will submit their requests to respective Reporting Officer/Cadre Head, who in turn will forward it to the Administrative Division of the ASI, Hqrs., along with their remarks/recommendations, and supporting documents, if any*
 - c. *All requests shall be forwarded to the ASI, Hqrs. in the prescribed proforma, latest by 15th February of each year.*
 - d. *Orders for annual transfer shall normally be issued by 31st March of every year.*

e. The cutoff date for calculation of number of years in an office/station shall be 31st March of the year.

- ii. The exercise of calling for option is intended to accommodate the choice of station of posting of officers. However, this cannot be claimed as a matter of right. The choices shall be as per Principles laid out in this policy.
- iii. Rotational Transfer Committees (RTCs): There shall be following eight RTCs to consider transfer requests of various cadres:
 1. For Archaeology Cadre, Survey Section, Drawing Section, Photo Section and Modelers:
 - i. Director General, ASI
 - ii. Additional Director General (Admn)
 - iii. Additional Director General (Archaeology), ASI
 - iv. Director, Administration, ASI
 2. For Conservation Cadre:
 - i. Director General, ASI
 - ii. Additional Director General (Admn)
 - iii. Additional Director General (Archaeology), ASI
 - iv. Additional Director General (Conservation), ASI
 - v. Director, Administration, ASI
 3. For Science Cadre:
 - i. Director General, ASI
 - ii. Additional Director General (Admn)
 - iii. Additional Director General (Conservation), ASI
 - iv. Jt. Director General/Dir. (Scientific Preservation), ASI
 - v. Director, Administration, ASI
 4. For Epigraphy Cadre:
 - i. Director General, ASI
 - ii. Additional Director General (Admn)
 - iii. Joint Director General (Epigraphy), ASI

- iv. Director, Administration, ASI
5. For Horticulture Cadre:
 - i. Director General, ASI
 - ii. Additional Director General (Admn)
 - iii. Additional Director General (Archaeology), ASI
 - iv. Director (Horticulture), ASI
 - v. Director, Administration, ASI
 6. For Group-A and Group-B administrative and other cadres/services/posts:
 - i. Director General, ASI
 - ii. Additional Director General (Administration), ASI
 - iii. Jt. DG/Fin., ASI
 - iv. A Jt. DG/Arch
 - v. Director, Administration, ASI
 7. For Group-C administrative and other cadres/services/posts:
 - i. Additional Director General (Administration), ASI
 - ii. Jt. DG/Fin., ASI
 - iii. A Jt. DG/Arch
 - iv. Director, Administration, ASI
 - v. Deputy Director, Administration, ASI
- iv. Posting on promotion/transfer will also be done by the RTC.
 - v. Powers of DG: DG/ASI is empowered to issue transfer/posting order directly on a case-to-case basis under emergent conditions where a meeting of the RTC cannot be convened at a short notice for reasons to be recorded. This will however be exercise in exceptional circumstances, and not as a norm. Such cases will however be put up in the next meeting of the RTC.
 - vi. If the official is due for superannuation within six months on promotion he/she will not be transferred as in such a short period

one cannot be expected to contribute usefully in another Circle office/Monument. Further, such a transfer may result in delay of finalizing pension papers. Such officer will be retained in the same Circle office/Monument against an available vacancy of the promotional post. In the absence of a vacancy, the post held by him/her will be upgraded on personal basis by keeping one post in another Circle office/Monument vacant so as not to exceed the cadre strength. On retirement the post will revert to the original level.

V. Preference for posting:

- i. Promotional shall be made against available vacancies. Preferences for posting on promotion shall be accommodated as far as possible within the available vacancies as in the order of seniority.
- ii. The list of personnel who are in the approved panel for promotion and to be promoted in the next order will be notified on the website of ASI along with the vacancy position. Personnel concerned may furnish three preferences for posting within the available vacancies within 15 days of notification of vacancies.
- iii. The RTC will recommend posting of official either on promotion or under rotational transfer keeping in view relevant factors viz. vacancies, seniority, preference for posting, past experience, specialized training done, etc. in case of isolated postings involving few official returning from long leave, long term training, and repatriation from deputation etc., approval of the DG will be obtained without the RTC procedure to avoid delay in posting of official for the reasons to be recorded in writing.

VI. Mutual Transfer Request (MTR)

- i. Mutual transfers of officials shall be favorably considered by the ASI, subject to the following conditions:
 - a. *Both of the official applied for mutual transfer should have completed at least 50% of the tenure prescribed for the post*
 - b. *The request has been recommended by the SA of the Circle/Head of the office concerned.*
 - c. *The official concerned should be clear from vigilance angle.*
 - d. *Request for mutual transfer will be considered on case-to-case basis keeping functional considerations in mind.*
 - e. *Tenure on mutual transfer in the new Circle office/Monument will be counted afresh for further transfer under rotational transfer.*

VII. Miscellaneous Considerations

- i. In case any official comes under a cloud from the vigilance angle, or is subjected to a verifiable complaint, abuse of authority, misconduct or lethargy or dereliction of duty or indulges in any other act unbecoming of a government servant, then he/she is liable to be transferred in public interest.
- ii. Mere existence of a vacancy in a circle does not entitle anyone to be posted to that circle.
- iii. All posting orders will indicate a schedule for relieving the officials subject to a maximum of 30-days within which the officer is to be relieved.
- iv. An officer during the last 2 years of his/her service career may be considered for posting at a place of his/her choice, subject to administrative convenience.
- v. While every effort will be made by the RTC to consider any request for transfer/retention by an officer to the place of posting of his spouse who is employed under the Central/State Government, it will depend on availability if vacancy and other exigencies.

- vi. Any representation in respect of posting orders is to be received in the office of DG, ASI within 15-days of issue of such orders, as orders are placed in the public domain on day of issue, failing which the same will not be considered. Representations will be considered by the DG/RTC on a case-to-case basis and disposed off within 15-working days. Representation needs to be suitably documented and justifications on decisions to be provided on file.
