

dated: July 21, 2012

**Policy on transfers/ postings of Upper/Lower  
subordinates in J&K Police**

**I- General Principles:-**

1. Posting of recruit Constables to his/her home District in the first seven years of appointment in Police shall be avoided in the normal circumstances and no transfer shall be affected in case of recruit Constables during this period.
2. The recruit Constables of Executive Police shall ordinarily be posted in DAR for first five years of service whileas those enrolled in Armed Police shall be deployed for law and order and other critical duties.
3. While affecting the transfers, the eligibility and suitability of the concerned employee(s) and the interest of government work shall be given priority. The convenience of the employees may also be considered provided it does not affect the interests of the government work.
4. Where both the husband and wife are serving in the Department, they may be conveniently posted as far as possible subject to availability of the post and keeping in view the interest of administration as well.
5. The two Zones shall be the feeding service for personnel posted to CID, Crime, Railways, Traffic and Vigilance whileas in case of Security Wing, the postings shall be made in a rationale manner both from the Zones as well as the Armed Police.
6. There shall be no fixed tenure in the Zones. However, the personnel of the Executive Cadre shall be rotated in such a manner that every person gets a tenure in each of the wing during his service career.
7. The transfers shall ordinarily be made from uniform to non-uniform and vice-versa depending upon strength of such wings.

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8. Normally personnel of or less than 35 years of age from Executive/ Armed Police shall not be put to desk jobs or deployed as office orderlies unless possessing some specialized qualifications/ eligibility such as Computer diploma or any other qualifications where his/her services can prove beneficial to the department.
9. Orders once issued must be strictly complied with. Reversal of transfer orders once made must be a very rare event and to be resorted to only in exceptional cases for which reasons shall be recorded in writing.
10. Physically challenged persons may be given convenient posting subject to availability of a post.
11. It shall be imperative for all the wings/ PHQ to maintain a complete database on transfers/ postings of employees for effective implementation of the transfer orders.

**II-** To regulate transfers/postings in various wings of the Department, following broader norms/ guidelines shall be implemented:-

**A- Eligibility for transfer:**

1. Personnel having put in a minimum service of 07 years in District Police shall be considered for transfer to CID, Railways, Traffic and Security. However, in case of Crime Branch and Vigilance organization, the minimum service for lower subordinates shall be 10 years whileas for upper subordinates the minimum service shall be of 07 years.
2. Age profile of a person shall be a pre-requisite for his/her transfer to a particular wing for which the following criteria shall be followed at the time of his/her induction to a particular wing:-

Wing	Lower subordinates	Upper subordinates
CID	30-50 years	30-50 years
Traffic	25-45 years	25-50 years
Crime	28 years with no upper age ceiling	28 years with no upper age ceiling
Vigilance	-do-	-do-
Railways	25-45 years	25-55 years
Security	25-45 years	25-45 years
Training Institutes	25-40 years	25-55 years

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3. Personnel having undergone specialized training courses shall be considered for transfer to Security and Training Institutes so as to meet the job requirements of these wings. In case of CID, the personnel posted shall be deputed for undergoing induction course so as to infuse working aptitude among them for better intelligence generation/ dissemination for optimum service delivery.
4. Persons with academic background as 10+2 shall be considered for posting to CID, Crime and Vigilance whileas for Traffic, Railways, Security and the Training institutes, personnel with matriculation shall be considered for posting.

**B- Tenure of postings:**

- a) For personnel posted to CID, Crime, Security, Vigilance and the Training Institutions, the minimum tenure shall be of 03 years and the maximum of 5 years. However, on extreme administrative exigencies and in most exceptional cases, the maximum tenure can be extended by two years (making in all 7 years). However, in case of Traffic Police and the Railways, the maximum tenure shall be of three years.
- b) Normally posting to a particular wing/Unit for the second term shall not be encouraged in the same rank or within five years from the date he/she has been posted out of the previous tenure or in the event of his/her promotion on completion of the prescribed tenure in a particular wing.
- c) Given specialized nature of assignments in CID, Crime and Vigilance, personnel having expertise in working of these wings to be retained beyond prescribed/ fixed tenure subject to the condition that the same does not exceed 20% of sanctioned posts in NGOs/ORs.
- d) An employee may be transferred even before the completion of minimum tenure if:-
  1. The performance of the employee is found to be below requirement, if there are grounds for initiating enquiry or disciplinary proceedings against him/her;
  2. It is not in public interest or in the interest of administration to allow the employee to continue on a post for a full tenure.
  3. Personnel suffering from life consuming diseases.

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4. Personnel who have sustained injury(ies) while fighting militancy or dealing with law and order.
  5. Personnel suffering from permanent/partial disabilities as also orthopaedic infirmities.
  6. Persons to be transferred on operational grounds.
  7. Persons to be transferred on extreme compassionate grounds.

**C- Wing specific guidelines:**

- i. Personnel posted in CID to be rotated within its subsidiaries(Counter Intelligence/ Special Branch) during their tenure in the CID to inculcate all round development and aptitude towards CID working.
- ii. A break i.e. "cooling period" of minimum five years should be observed while posting a person on second term in CID and in no case it should exceed two tenures in the whole service of Police officials unless there are exceptional circumstances.
- iii) Ordinarily personnel from out districts ( other than those where training centre is located) shall be considered for posting in the Training Institutes.

Notwithstanding anything contained hereinabove, the Director General of Police (DGP) may, in the interest of administration, order the transfer of any official from or to any wing of Police Department.

Further, the Policy shall mutatis mutandis apply in case of transfers effected by the competent authorities within their respective Wings, Zones, Ranges, Districts or Units as the case may be.

  
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