

No.254/Transfer Policy/A/M  
Govt of India  
Ministry of Defence  
Ordnance Factory Board  
10-A,S.K.Bose Road  
Kolkata 700 001.


Dated 07-03-2012.

To  
The Senior General Managers/General Managers  
All Ordnance and Ordnance Equipment Factories; and  
All other Head of Units.

Sub:- **Transfer Policy for IOFHS.**

Enclosed please find herewith Transfer policy for IOFHS Officers duly approved by  
the Competent Authority.

(Authority:- M of D I.D No. 13(3)/2011/D(FY.I) dated 27-02-2012).

  
Dr. S.K.Sachind  
DDHS

For Director General Ordnance Factories.

Copy to:-  
All Members, Addl. DGOF/AV and Addl. DGOF/OEF.

**TRANSFER POLICY**  
**FOR THE INDIAN ORDNANCE FACTORY HEALTH SERVICE (IOFHS)**

The necessity of laying down a transfer policy in respect of IOFHS officers has been felt for quite sometime. The matter has been carefully examined. Keeping in view the peculiar nature of service rendered by the officers of IOFHS, Health Units situated at 24 locations and each place having its different complexities and requirements, it has been decided that the following guidelines shall be followed in the matter of transfer and postings of the IOFHS officers belonging to any of the sub-cadres.

**General**

2. The Recruitment Rules for IOFHS stipulates that the officers appointed to the service shall be liable to serve anywhere in India. Accordingly, the officers of the service may be transferred in the public interest at any time from one unit to another unit for which the reasons thereof shall be recorded.

**Hard Stations**

3. The Transfer Policy for IOFS officers has identified following hard stations: OF BADMAL, OF ITARSI, OF CHANDA, OF VARANGAON, OF BHUSAWAL, OF MEDAK & OFIL, MEDAK, OFP NALANDA and OEF HAZRATPUR. The same hard stations shall continue to be designated as hard stations for the IOFHS officers also. Any change in the list of hard stations carried out in the IOFS Policy shall be applicable for the Transfer Policy of the IOFHS also.

### **Initiation of the Proposal**

4. The proposal for Transfer and posting of all grades/ levels of the officers of the IOFHS shall be considered by the Committee consisting of the Member (P), OFB and the Director of Health Services, OFB. The Director of Health Services, OFB shall be the Member Secretary of the Committee. The Committee shall place its recommendations to the DGOF & Chairman, OFB for his approval.

### **Competent Authority to decide Transfer and Postings under this Policy**

5. All transfer/ posting orders of the IOFHS officers shall be issued with the approval of the DGOF & Chairman, OFB who shall be the competent authority in this regard.

### **Tenure:**

5. The maximum tenure at a unit/ station for all officers of the IOFHS shall be 5 years, except MO-in-Charge of the Hospital. The MO-in-Charge, being a sensitive post, the maximum tenure shall be restricted to three years in a unit Hospital and five years at a station.

6. Officers completing tenure at a hard station shall have the option of giving three choice stations, in order of preferences, for posting on immediate next transfer. These choices shall be given preference, to the extent possible, subject to availability of vacancies. However, it does not

entail any rights or an assurance for posting being given at the station of the choice of the officer.

**Other Issues:**

7. Officers who are due to retire on superannuation within two years shall not ordinarily be transferred, except on personal grounds/ requests for posting in a particular station or on promotion to a designated/ earmarked post, which may be considered by the competent authority subject to administrative convenience and public interest.

8. In case of linked transfers, the sequence, in which the officers are to be released, shall be clearly mentioned in the transfer order.

9. Notwithstanding above, all representations and individual requests for transfer before completion of tenure, or retention beyond tenure, or any deviation from the transfer policy, in exceptional circumstances, shall be considered by the Committee consisting of the Member (Personnel) and the Director of Health Services. The Committee shall recommend its views stating clearly therein the reasons for deviation from the policy to the DGOF & Chairman, OFB. The decision of the DGOF & Chairman, OFB in the matter shall be final.

**Posting of husband/ wife at the same station:**

10. The posting of husband and wife at the same station shall be considered as per the Government of India guidelines on the subject.