GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
DIRECTORATE GENERAL, SSB
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NEW DELHI - 110066

No. 1/48/SSB/Trfr /Pers-II/2011/29890-980 Dated the, 27th September, 2011

STANDARD OPERATING PROCEDURE No.402

Sub: Revised Transfer Guidelines for the SSB personnel


1. APPLICATION- These transfer guidelines shall apply to SSB personnel of all ranks, both Combatised as well Non- Combatised, except the following:-

   a) Officers of the rank of DIG and above.
   b) Core Group
   c) Sports personnel who are members of the central teams of various disciplines.
   d) Members of the band.
   e) Constables (Tradesman)/Followers or personnel of similar ranks.

2. DEFINITION- Terms and expressions used in this order are defined as under:-

   ii) Competent Authority - means the authority empowered to order transfers.
   ii) Duty Battalion - means Battalion deployed on active duty on border or I.S. duty etc. and not on static duties.
   iii) Duty area - means Area where the Battalion is deployed.
   iv) Field Service- means service rendered in any Duty Bn or in a Duty Area.

Contd...2.
v) **Tenure**- means the period of continuous posting in a particular formation/Border.

vi) **Cut off date for counting of tenure**:- The cut-off date for counting the tenure would be 31st March every year.

vii) **Family** means spouse and dependent children of the member of the Force.

viii) **National Capital Region (NCR)** includes Force Headquarters SSB, 25th Battalion, 55th Battalion and Intelligence Training School at Ghitorni, and IT&T Training Centre at Faridabad and any other Battalions/Units to be located in NCR in future. For the purpose of posting, the National Capital Region will be treated as one station.

ix) **Cooling off Period** means period of three years in a duty Battalion/Area before considering second tenure in a static formation.

x) **Core Group** means a small percentage of Officers and men having special expertise in a particular type of work or special aptitude for excelling in a particular type of work would be allowed to remain in the same posting for a period longer than the normal tenure. It should not exceed 5% of the total strength of the concerned Unit rank wise in the case of lower subordinate and 10% in the case of upper subordinates and Officers.

This will be applicable only in case of static formations, and the Group will be selected/identified by the Departmental Transfer Committee on the recommendation of the concerned IG.

xi) **Static Formation** means the institution/establishment/Unit which is static and declared as static. These include:-

a) Force Hqrs
b) Frontier Hqrs
c) Sector Hqrs
d) Training Centres
e) Establishments of other borrowing Departments on deputation basis.
f) CSD&W Bhopal & CSD & W Salonibari.

The rotation of Battalions will henceforth be discontinued except when necessary for operational reasons. However, the Coyss in the Battalions shall be rotated as per guidelines laid down in the Ops

Contd..3.
Manual. For the purpose of transfer, the Battalions are categorized as Hard and Normal. The tenure in Hard Battalion will be for a maximum of two years. The tenure of a Force personnel in a Frontier will be 05 (five) years. After five years he/she is to be transferred to another Frontier/Static Formation.

The movement of Battalions will however, take place where it is required for operational reasons like movement to Chhattisgarh or on IS Duties or Election Duties etc. which are totally different matter.

xii) **Classification of Battalion locations, Category-wise:**

**Category ‘A’:- Hard locations**

2. Bn with Hqrs. at Pithoragarh (Presently Didihat) Uttarakhand)
3. Bn with Hqrs. at Malbazar (West Bengal)
4. Bn with Hqrs. at Champawat (Presently at Almora)
5. Bn with Hqrs. at Geysing (Sikkim)
6. Bn with Hqrs. at Khaprail (West Bengal)
7. Bn with Hqrs. at Bagaha (Bihar)
8. Bn with Hqrs. at Dirang (Arunachal Pradesh)
9. Bn with Hqrs. at Tawang (Arunachal Pradesh)
10. Bn with Hqrs. at Didihat (Uttarakhand)
11. Bn with Hqrs. at Bettiah (Bihar)
12. Bn with Hqrs. at Rangpo (Sikkim)
13. Bn with Hqrs. at Yuksam (Sikkim)
14. Bn with Hqrs. at Kalimpong (Sikkim)
15. Bn with Hqrs. at Bijni (Assam)

**Category ‘B’:- Normal locations**

1. Bn with Hqrs. at Bhinga (Presently at Mallipur)
2. Bn with Hqrs. at Sitamarhi (Bihar)
3. Bn with Hqrs. at Mangaldoi (Assam)
4. Bn with Hqrs. at Kokrajhar (Presently at Assam)
5. Bn with Hqrs. at Narkatiaganj (Bihar)
6. Bn with Hqrs. at Bongaigaon (Assam)
7. Bn with Hqrs. at Bairabhkund (Assam)
8. Bn with Hqrs. at Lucknow (Presently at Lohaghat)
9. Bn with Hqrs at Nanpara (Presently at Girijapuri)

Contd..4.
10. Bn with Hqrs. at Bahraich (Uttar Pradesh)
11. Bn with Hqrs. at Ramgarwa (Presently at Piprakoti) (Bihar)
12. Bn with Hqrs. at Gosaigaon (Assam)
13. Bn with Hqrs. at Howly (Assam)
14. Bn with Hqrs. at Rangia (Assam)
15. Bn with Hqrs. at Gorakhpur (Uttar Pradesh)
16. Bn with Hqrs. at Palia (Uttar Pradesh)
17. Bn with Hqrs. at Lakhimpur Kheri (Uttar Pradesh)
18. Bn with Hqrs. at Pilibhit (Uttar Pradesh)
19. Bn with Hqrs. at Balrampur (Uttar Pradesh)
20. Bn with Hqrs. at Gorakhpur (Uttar Pradesh)
21. Bn with Hqrs. at Jayanagar (Bihar)
22. Bn with Hqrs. at Birpur (Bihar)
23. Bn with Hqrs. at Bathnaha (Bihar)
24. Bn with Hqrs. at Kishanganj (Bihar)
25. Bn with Hqrs. at Araria (Bihar)
26. Bn with Hqrs. at Rajnagar (Bihar)
27. Bn with Hqrs. at Thakurganj (Bihar)
28. Bn with Hqrs. at Patna (Bihar)
29. Bn with Hqrs. at Ranidanga (West Bengal)
30. Bn with Hqrs. at Falakata (West Bengal)
31. Bn with Hqrs. at Alipurduar (West Bengal)
32. Bn with Hqrs. at Sonapur, Guwahati (Assam)
33. Bn Ghitorni, New Delhi
34. Bn with Hqrs U.S Nagar (Uttarakhand)
35. Bn with Hqrs Dehradun(Uttarakhand)
36. Bn with Hqrs Utraula (Uttarakhand)
37. Bn with Hqrs Motihari (Bihar)
38. Bn with Hqrs Sitamarhi-II(Bihar)
39. Bn with Hqrs Ranchi (Jharkhand)
40. Bn with Hqrs Bhadrak
41. Bn with Hqrs Rangia-II(Assam)
42. Bn with Hqrs NCR
43. Bn with Hqrs Madgaon

**NOTE**: As and when the new Battalions are raised, Ops Directorate will categorize the Battalion locations accordingly.

3. **COMPULSORY FIELD SERVICE**- All GD personnel on first appointment in the force shall render **minimum 5 years plus one year training period of service (total six years)** in a Duty Battalion before being considered for static formation duty.

Contd..5.
4. TRANSFER GUIDELINES FOR WOMEN PERSONNEL:

All the women personnel shall be posted to the Units/Frontiers as near to their hometowns as possible. However, subject to administrative and operational requirements, any women personnel may be posted to any location where there are installations of the SSB as per the Transfer Guidelines.

The Government instructions on keeping husband & wife, if both are Government servants, at the same station shall be kept in view, as far as possible. However, if it is not possible to accommodate them at the same place, posting to places coverable by overnight journey may be considered.

5. TENURE OF COMBATISED AND NON-COMBATISED PERSONNEL/TECHNICAL CADRES AND MINISTERIAL STAFF:

a) There cannot be a fixed tenure, particularly for combatized staff, as postings and transfers could be required at any stage of the year due to administrative and/or operational requirements. However, broadly speaking, the tenure should be as follows:

   (i) Maximum tenure in Force Hqrs/Frontier Hqrs/Sector Hqrs will be for a period of 03 years.
   (ii) Force Hqrs would include FHQ, 25th Bn, to be raised 55th Bn and IT & TC Faridabad.

   However, Instructors should not be transferred out from the concerned training institution. It is directed that the Commandants of the Training Centres should intimate the names of Instructors whom they want to keep as a permanent hardcore group. They will be non-transferable unless they make a request on their own. Other Instructors could be rotated to other training institutions/training Battalions.

b) While a normal tenure of 3 years has been prescribed in Force Hqrs/Frontier Hqrs/Sectors Hqrs., 2 years in Hard Battalions & 5 years in a Frontier, these are broadly indicative only. Due to the serious shortage of officers in various ranks of Commandant, 2I/C, Dy. Commandant, Asstt. Commandant besides Subordinate Officers, DG, SSB / FHQ/ FTR Hqrs. may transfer any officer/official before completion of the aforementioned tenure due to operational, administrative and/or training requirement.

6. TENURE OF DEPUTATION- Any person shall be eligible for deputation outside the organization only upon completion of minimum 06 (six) years of service in SSB. However, this will not be applicable for deputation to NSG, SPG and IB for which quota is fixed by MHA. In no case, the force personnel shall be sponsored for deputation to a post carrying a lower pay scale than the pay scale of the post held by them. The period of deputation outside the organization shall ordinarily be for three years only, but extendable up to a maximum of five years. On completion of deputation, the Force personnel shall be posted back to the parent Battalion/ field area. The personnel, who were sent on deputation from static formations, shall compulsorily be posted out to field formations.

Contd.. 6.
7. **POSTING AND TRANSFER ON COMPASSIONATE GROUNDS-**
This will be considered any time during the year and unit Commander will forward the application through SHQ supported with relevant documents. Second medical opinion/verification may be sought if considered desirable by the competent authority before considering an application on medical grounds. Only cases found genuine upon verification of facts will be considered for transfer. **However, it will be subject to availability of vacancies.**

8. **POSTING AND TRANSFER OF LOW MEDICAL CATEGORY (LMC) PERSONNEL-** A member of the force who is placed in LMC by a duly constituted Medical Board may be considered for posting to a static formation keeping in view the recommendation of the Medical Board provided that the tenure of posting under such circumstances shall not ordinarily exceed three years. In case of members of the force who are placed in LMC due to injuries suffered in operation or on duty, this period of three years will be extendable.

9. **POSTING OF NEW RECRUITS:-** All the new recruits, belonging to GD Cadre i.e. Assistant Commandants, Sub-Inspectors and Constables (GD) immediately after passing out from Training Centres, shall be posted to Duty Battalions in the field for a period of 05 years. The Assistant Commandants shall be posted as Coy. Commanders and the Sls as Platoon level BOP Commanders as far as possible.

10. **POSTING ON PROMOTION-** The Force personnel up to the rank of 2nd in Command while posted in static formations will be posted to a Duty Bn on promotion to the next higher rank until and unless his continuation in the static formation is warranted. The tenure rule shall not apply in promotion cases:-

   a) Provided that members of the Force who have less than 2 years of service before attaining the age of superannuation can be exempted from this provision.

   b) Provided further that the provisions contained in this rule shall not apply to the Force personnel who are promoted to a post which also exists in a Duty Bn.

11. **TERMINAL POSTING-** Members of the force having good record of service and free from disciplinary/vigilance angle may be given posting near their home town or a place of their choice **two years before attaining the age of superannuation subject to availability of vacancies of the post** in such places and suitability for the job as assessed by the competent authority. Priority will be given to those personnel who have not remained posted at that particular place earlier.

Contd..7.
Choice posting in terms of terminal posting cannot be demanded as a right of an individual and is to be provided on the basis of feasibility. FHQ shall, however, accommodate individuals as far as possible keeping in view operational and/or administrative requirements.

12. **TIME SCHEDULE OF TRANSFER ORDERS AND IMPLEMENTATION THEREOF**

i) Annual postings and transfer orders shall be issued by the competent authority as per the transfer guidelines. These orders can be issued at any time under administrative and operational requirements. However, efforts would be made to ensure that as far as possible transfer be ordered by 31st March every year. All officers/officials who are affected by transfer orders must be relieved within 45 days of issue of order, irrespective of pending representation. The representation, if any against the transfer order must reach the competent authority within a week by quickest possible means through proper channel for disposal within 15 days.

**Representations received directly violating prescribed channel shall not be entertained.**

ii) However, transfers on (i) promotion, (ii) on administrative/operational requirements and (iii) on compassionate/medical grounds will be processed by the Cadre controlling Branches and will be issued by the Competent Authority as and when required, independent of the annual transfers and postings.

iii) Bringing any extraneous pressure/influence in the matter of posting and transfers shall be regarded as misconduct and shall be liable for disciplinary action.

13. **AUTHORITY COMPETENT TO ORDER TRANSFERS**

The transfers and postings will be issued as under :-

i) All Gazetted Officers of the rank of Assistant Commandant or equivalent and above will be transferred on the orders of DG, SSB. For this the Departmental Transfer Committee to examine and recommend transfers will be as follows :-

- ADG/SDG - Chairman
- IG(Pers.) - Member
- IG(Ops) - Member
- IG(Admin) - Member

In case of transfers of Medical and Veterinary Officers IG(Medical)/Chief Veterinary Officer may be Co-opted as Members. Similarly IG (Engineering) may be Co-opted as Member in case of transfers of Engineering Cadres.

Contd. 8.
ii) All Inter-Frontier and Inter-formation transfers of Officers of the rank up to Inspectors or equivalent and below will be issued under the orders of IG (Pers.). For this the Departmental Transfer Committee to examine and recommend transfers will be as follows:

- DIG (Pers.) - Chairman
- AD (Pers.II) - Member
- AD (Ops) - Member
- AD (Trg.) - Member

iii) The recommendations of the DTCs will not be obligatory in nature.

iv) All transfers up to the rank of Inspector or equivalent within the Frontiers shall be issued under orders of respective Frontier IsG. The Frontier IsG will ensure that no personnel located in the Hard Areas as categorised in para 2(xii) above, stays more than two years in the said Battalion. He will also ensure that the person being transferred in from other Frontiers, if coming from Hard Battalion, should not be, on joining the Frontier, posted to another Hard Battalion.

14. **Posting to Chhattisgarh** - The duration of posting in Chhattisgarh will be counted as "Hard Posting". All officers/officials who were posted to Chhattisgarh, on their de-induction from Chhattisgarh should be posted to Battalions under Category ‘B’ or static locations, as the case may be. The Chhattisgarh tenure will not be counted towards calculating the total tenure in a Frontier and if an individual so desires, he can request for condonation of the period for continuance in the Battalion/Frontier for the period of his sting in Chhattisgarh.

**NOTE:** The Gazetted Officers will be directly posted to the units/formations by FHQ, whereas Non-Gazetted Officers up to the rank of Inspectors and equivalent will be posted to Frontier/Formations. The Frontier IsG will further post them to Battalions. While posting the personnel to the Battalions, it must be ensured that no personnel is posted more than two years in a Hard Battalion and no frequent transfers of personnel is resorted to. However, FHQ as and when required may transfer and post any person to any particular unit. In such case the Frontier IsG shall not transfer them without prior approval of FHQ.

The Commandants will ensure that all the Coys. in the Battalions are rotated as per the guidelines in the Ops. Manual.

15. **GRANTING OF LEAVE AFTER ISSUE OF TRANSFER ORDERS:**

Officers under orders of transfer should not ordinarily be granted leave from the Unit from where they are to be relieved. Instead, they should be relieved to join their new place of posting from where they may proceed on leave after obtaining proper sanction.

Contd..9.
16. **DISCIPLINARY AUTHORITY OF NOT REPORTED PERSONNEL:**
   If an individual relieved from a Unit but does not join at the new place of posting, his disciplinary control shall vest with the unit of the new place of posting for issuance of absentee notices, taking disciplinary action and all other purposes.

17. **POWER TO RELAX:**
   The power to relax any of the condition/criteria mentioned above shall rest with Director General, SSB. He shall have the overriding authority to transfer any Officer/Personnel of the Force if so necessary in public interest and in the interest of discipline, morale and functioning of the force.

18. **THREE CHOICE OF POSTINGS:**
   SSB personnel while applying for transfer/posting on compassionate/medical grounds/terminal posting etc should give 03 choices of posting to consider and accommodate them, which will be considered on the basis of feasibility.

19. While in year 2011, only personnel who had completed 8 years in the field formation, 5 years in the static formation were transferred out. In 2012 and subsequently, personnel having completed the prescribed tenure under the Transfer Policy will be transferred out strictly on completion of their tenure.

(P. S. S. Negi)
Dy. Inspector General (Pers)
For Director General, SSB

To
1. PS to DG, SSB for kind information of DG
2. PS to SDG, SSB for kind information of SDG
3. PS to IGs (Pers&Trg)/ (O&I)/(Admn)/(P&C)/(Medical)
4. The IGs, SSB Frontier Hqrs. Lucknow/ Patna/Guwahati/Ranikhet/ Siliguri
5. The Director, SSB Academy, Srinagar
6. The DIesG, SSB, SHQs Pithoragarh/ Lakhimpur Kheri/ Gorakhpur/ Ranidanga/ Muzaffarpur/ Purnee/ Bongaigaon/ Tezpur/ Pilibhit/ Pithoragarh/ New Jalpaiguri/Gangtok
7. The DIesG, SSB, FHQ (Pers/Ops)/(Int)/(Trg)/(Admn)/(P&C)
8. The DIesG, SSB – All Training Centres
9. The DD (Tele) & SE, CVO, CIAO, FHQ.
10. The DD(CC) - for ensuring that this revised Transfer Policy is displayed in the SSB website
11. All Assistant Directors, FHQ
12. The JDD (Finance), FHQ
13. All Commandants, SSB Bns, / All Area Organisers, SSB
15. The AO (DDO)/ AO (Budget) & AO (IIU), FHQ.