STANDARD OPERATING PROCEDURE

Subject: Revised Transfer Guidelines for the SSB personnel


2. **APPLICATION:**
   These transfer guidelines shall apply to all SSB personnel, both Combatised as well as Non-Combatised. There shall however be separate policy guidelines for sports personnel (Appendix-A), members of the band (Appendix-B), tradesmen (Appendix-C), and trainers (Appendix-D).

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

   i) Competent Authority – means the authority empowered to order transfers.

   ii) Personnel – means all employees of SSB, both gazetted and non-gazetted.

   iii) Duty Battalion – means any Battalion deployed on active duty on the Indo -Nepal and Indo -Bhutan borders or IS/ANO duties, or CI Ops.

   iv) Duty Area – means the area where the Battalion is deployed.

   v) Field Service- means service rendered in any duty Bn or in a duty area.

   vi) Tenure – means the period of continuous posting in a particular formation / Frontier. Periods spent on temporary duties/attachment at individuals’ preferred locations, and leave, longer than 15 days will be deducted from the tenure.

   vii) Cut off date for counting of tenure – The cut off date for counting the tenure would be 12 months from the date of joining a station.

   viii) Family – means spouse, dependent children and parents of the member of the Force.

Contd…2.
ix) National Capital Region (NCR) includes all offices of SSB; all offices of other organisations (for those who are on deputation) located in Delhi and NCR regions. For the purpose of posting, the National Capital Region will be treated as one station.

x) Cooling off period – means period of three years in a duty battalion/area before considering second tenure in a static formation. However, this condition may be relaxed to 02 years in case the Force personnel concerned serves those 02 years in any Bn deployed in ANO/IS duties and CI Ops. The cooling off period for considering a second tenure in the same unit/formation will, however, be 06 years.

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) Composite Hospitals.
   f) Establishment of other borrowing Departments on deputation basis.
   g) CSD&W Bhopal & CSD&W Salonibari.
   h) Any other establishments/ formations declared as such from time to time.

xii) Categorization of location: - For the purpose of transfer, the Battalions and formations will be categorised by Ops Dte. from time to time as required.

4. **COMPULSORY FIELD SERVICE** :

1) All GD personnel on first appointment in the Force shall render 5 years regular posting in a duty Battalion before being considered for static formation duty. *(This is over and above the time spent in BRTC in TCs and ATCs for SOs and Ors; and SSB Academy for officers.)*

2) These GD recruits, 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 SIs as Platoon level BOP Commanders as far as possible.

5. **TENURE** :

   The normal tenure of posting in the areas classified by Ops Dte. will be as follows:
   - ANO/IS/CI Ops: 2 years
   - High Altitude Areas: 2 years
   - Hard Areas: 2 years
   - Normal Areas: 3 years

   Contd…3.
Besides the above classification, the tenure for:

Static locations - 3 years
Frontier - 5 years

6. **POSTING TO DELHI/NCR:**

GD personnel will be eligible for posting to Delhi/ NCR after rendering 10 years regular service in the field and Non-GD personnel after at least 06 years of regular service in the field.

7. **EXCEPTIONS TO TENURE RULE:**

a) Those who are willing to continue in a High Altitude/ANO/IS duty Bn may be allowed to continue for two terms of one year each subject to their performance being excellent upon specific recommendation of the Unit head.

b) In the case of one-to-one transfer, the personnel posted to FHQ will have to report one month prior to release of his/her substitute, in order to make him/her acquainted with the task he/she has to perform.

c) SOs and Ors retiring within 5 years on superannuation would be posted to their choice Frontier as far as possible.

d) Personnel of 50 years of age will not normally be posted to BOPs/Coys/Bns located above 7000 feet unless they request on their own.

8. **TRANSFER GUIDELINES FOR WOMEN PERSONNEL:**

Women personnel may be posted to the Units/Formations as near to their hometowns as possible, subject to availability of vacancies and administrative, disciplinary and operational requirements.

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.

In case, one spouse is posted in an IS/ANO Bn or CI Ops, then there will be no consideration for posting out of such Bns until completion of the IS/ANO/CI Ops tenure.

9. **DISABILITY OF FAMILY MEMBERS:**

Personnel having spouse/children with disabilities would be accommodated in a Frontier near his hometown or near the place of medical treatment as far as possible, and preference will be given depending upon vacancies in his rank and according to severity of disability:

i) Severe disabilities (Category-A) (above 60% to 100%)

ii) Moderate disabilities (Category-B) (above 40% to 60%)

iii) Mild disabilities categorized (Category-C) (upto 40% disability) Disabilities categorized below 40 % shall not be considered.

Contd…4.
iv) DOP&T guidelines on posting of government employees with differently abled dependents, as issued from time to time, will be followed in conjunction with points (i) to (iii) above to the extent applicable to SSB.

10. **TIME SCHEDULE OF ANNUAL TRANSFERS:**

A: FHQ

**Annual Transfers and Postings relating to Inter Frontiers and Formations**

i) Annual postings and transfer orders shall be issued by the competent authority as per the transfer guidelines. These orders shall be issued by **end of January every year**. All officers/officials who are affected by transfer orders must be relieved **within 30 days** of issue of order, irrespective of pending representations. Representations, if any, against transfer orders must reach the competent authority within a week by the quickest possible means through proper channel for disposal within 15 days.

ii) However, transfers on (i) promotion, (ii) on administrative/operational requirements, (iii) disciplinary and (iv) 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.

B: Frontier HQ

**Annual Transfers and Postings within Frontiers**

i) Henceforth Gazetted Officers will be directly posted to the units/formations by FHQ, whereas all Non-Gazetted Officers will be posted to Frontiers/Formations.

ii) The Frontier IsG will further post them to Units within 10 Days. Only on allocation of units made by the respective FTRs, will the personnel be released to their new place of posting, so as to avoid double TTA/JT claims.

iii) While posting the personnel to the Units, it must be ensured that no personnel are 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 exceptional circumstances. In such case, the Frontier IsG shall not transfer them without prior approval of FHQ.

iv) A list of those personnel who have completed their Frontier tenure and need to be transferred by FHQ should be sent by the Frontier by 31st December so that the same can be taken up in the Annual Transfer.

v) All transfers within Frontiers under the competency of respective IsG should be undertaken after Annual Transfers are over, so as to avoid double postings.

*Contd…5.*
vi) The Frontier IsG will ensure that no personnel located in the Hard/ANO/IS/CI Ops/High altitude Areas, stays beyond the tenure as specified at para-5 subject to para-7(a) in the said Battalion. He/she will also ensure that the person being transferred in from other Frontiers, if coming from Hard/ANO/IS/CI Ops/High altitude Battalion/Areas should not, on joining the Frontier, be posted to another similar category Battalion/Areas.

C: Time Limit

All Annual Transfers must be implemented by 31st March.

11. **AUTHORITY COMPETENT TO ORDER ANNUAL TRANSFERS:**

The transfers and postings will be issued as under:

i) **Gazetted Officers**

Transfer of all Gazetted Officers who have completed their tenure will be issued on the orders of DG, SSB. For this a Departmental Transfer Committee to examine and recommend transfers will be as follows:

- ADG/SDG - Chairman
- IG (Pers) - Member
- IG (Ops) - Member
- IG (Admn) - Member

For transfers of Medical and Veterinary Officers, IG (Medical)/DIG (Vety) may be Co-opted as Members. Similarly IG (Works) may be Co-opted as Member in case of transfers of Engineering Cadres.

ii) **Non Gazetted Officers**

All Inter-Frontier and Inter-formation transfers of personnel up to the rank of 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-I) - Member
- AD (Pers-II) - Member
- AD (Pers-III) - Member

For transfers of training and sports personnel, AD Trg./Sports will be Co-opted as Members.

iii) The recommendations of the DTCs are suggestive, subject to finalisation by competent authority.

Contd…6.
12. **AUTHORITY COMPETENT TO ORDER REGULAR TRANSFERS/POSTINGS:**

For transfers and postings other than Annual Transfers, the Officers below shall be competent:

<table>
<thead>
<tr>
<th>Ranks</th>
<th>With approval of:</th>
</tr>
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<tbody>
<tr>
<td>i. <strong>FHQ:-</strong></td>
<td></td>
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<tr>
<td>(a) For 2\textsuperscript{nd}-in-Command or equivalent officers &amp; above.</td>
<td>Director General, SSB</td>
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<tr>
<td>(b) Gazetted Officers up to the rank of Dy. Comdt.</td>
<td>ADG</td>
</tr>
<tr>
<td>(c) All non-gazetted officers.</td>
<td>IG (Pers)</td>
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| ii. **Frontier:-**         |                   |
| (a) Within the FTR for all Non-gazetted officers. | IG, FTRs |

13. **DEPUTATION:**

The deputation policy as issued by MHA will be followed in conjunction with DoP&T guidelines on the subject. 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. If any personnel is pre-maturely repatriated, Pers Dte shall immediately seek the reasons for the same from the borrowing organisation. If there are no adverse reasons, then posting will be ordered as per requirement of the Force. However if there are adverse reasons for premature repatriation, then appropriate action shall be initiated.

14. **POSTING AND TRANSFER ON COMPASSIONATE GROUNDS:**

Normally the cases of compassionate applications will be considered only during the Annual Transfers. These cases will be given preference over the other cases.

However, in exceptional cases, compassionate applications may also be considered other than during Annual Transfer cases. The unit head will forward the application through proper channel to the competent authority with specific recommendations and 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.

*Contd…7.*
15. **USE OF EXTERNAL PRESSURE IN POSTINGS AND TRANSFERS:**

1) Bringing any extraneous pressure/influence in the matter of posting and transfers shall be regarded as misconduct and shall be liable for disciplinary action. If any personnel is found to have repeated the practice a second time, then the personnel will be dealt with for major punishment.

2) Representations received directly, through family members, spouse, parents or senior officers of other departments including political leaders/Ministers shall not be entertained.

3) Personnel who are coming to FHQ on leave for personal audience of DIG (Pers)/IG (Pers)/ADG/DG in connection with transfer shall not be entertained without the recommendation of his unit Commandant/Head of office.

16. **WITHHOLDING OF APPLICATIONS:**

If an application for transfer has been made by any personnel, his immediate supervisor, if he is not the competent authority to decide on such transfer, shall forward the same with his comments to the next in the chain of command up to the competent authority even if he does not recommend the same. He may record his comments, as he deems fit. There is no ground for unnecessarily withholding or not forwarding any application at any level. Any officer found withholding any application shall be severely dealt with, departmentally.

17. **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.

For members of the force who are placed in LMC due to injuries suffered in operation or on duty, the tenure of three years will be extendable.

18. **POSTING ON PROMOTION:**

All force personnel up to the rank of Second In Command shall be posted to a Duty Battalion on promotion to a higher rank,

a) Provided, however, if a Force personnel is posted in a static formation he/she will be allowed to continue in the static formation, if vacancy is available and his/her services are required, and if he/she has not completed his/her tenure at that static formation, subject to a clean record;

b) Provided that all combatised and non-combatised SOs and ORs of the Force who have less than 5 years of service before attaining the age of superannuation can be exempted from this provision;

Contd...8.
c) Provided further that a Force personnel, if he is already posted in a particular Duty Bn, and is promoted to a post which also exists in that Duty Bn and vacancy exists, shall not be posted to another Duty Bn, if he has not completed his tenure in that Duty Bn.

19. **TERMINAL POSTING:**

SOs and Ors and equivalent non-combatiised members of the force having good record of service and free from disciplinary/vigilance angle may be given posting in a Frontier of their choice 5 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. Personnel retiring within 2 years will be given posting near their home town or place of their choice, as far as possible, subject to the above parameters.

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

20.A. **ROTATION OF BNS FOR IS / ANO / CI Ops**

The DG is empowered to rotate Bns for IS/ANO/CI Ops duties. Whenever any Bn is selected for these duties, all the personnel including tradesmen within the earmarked Bn will be sent for Pre-induction training. The Bn will be moved as a cohesive unit and there will be no transfers out from an earmarked Bn except for the circumstances mentioned in para - 21.

When the Bns complete their mandate, the Bns will be shifted out from the IS/ANO/CI Ops duty areas and will be replaced with other earmarked Bns.

The Hqrs elements of the Bn so reverted, on completion of tenure in IS/ANO/CI Ops duties will be sent back to the frontier from where it came. The personnel in these Bns will however be given opportunity to give 03 choice places for posting as per para - 23. Those who want to remain in the IS/ANO/CI OPs duties will also be permitted subject to para - 7(a). The Bn will then be filled up with personnel from other units.

Personnel up to the rank of Inspector of detached unit from IS/ANO/CI Ops duties will have the option for posting to a particular Frontier of their choice as mentioned at para - 23.

Force Hqrs will allocate such personnel to choice FTRs. In replacement, the concerned FTRs will provide equal number of personnel to cater for the strength of the detached unit at the new location.

Contd…9.
Gazetted Officers will also have the option of giving three choices as mentioned at para - 23.

B. **FLANKING:**

In a given situation, when an incoming Bn does not have enough personnel to replace an earmarked Bn along the AOR on the borders, Ftrs may adopt the process of Flanking to cover the gap along the AOR of the exiting Bn, either by extending the duty AOR of Bns adjoining it on both sides, and/or create a temporary adhoc Bn/Coy from personnel drawn from other Bns within the Frontier, to cover the AOR.

The incoming Bn shall be staffed with sufficient strength within 2 months of detachment from IS/ANO/CI Ops duties by Pers Dte in conjunction with IG Ftrs, and as per guidelines laid down.

(For illustration: 11th Bn Didihat, 55th Bn Pithoragarh and 5th Bn Champawat are adjoining Bns along the Nepal Borders in Ranikhet Ftr. Suppose 55th Bn Pithoragarh is earmarked for IS duties, it will leave as a unit. 42nd Bn already on IS Duty is set to replace 55th Bn. However as personnel from 42nd Bn are allowed to be posted to different Bns, only the Hqrs elements of 42nd Bn will report at the Hqrs of 55th Bn, Pithoragarh. The border AOR of 55th Bn Pithoragarh starting from Bagrihat to Dhyan will be taken over by 11th Bn Didihat, and from Dhyan to Rautgarh will be taken over by 5th Bn Champawat. This will be only for a maximum of 2 months during which concerned headquarters shall staff the 42nd Bn so that it resumes the work on the AOR of 55th Bn.)

21. **POSTING TO THE BATTALIONS/ FORMATIONS DEPLOYED IN ANO/ IS/ CI Ops**

Pers Dte should ensure as far as possible that all the Gazetted Officers get an opportunity to serve in the different Ops assignments viz. IS/ANO/CI Ops/High Altitude areas during their career, besides the mandated border duties. For this purpose, posting to the Bns/Formations deployed in ANO/IS/CI Ops/High Altitude areas should be equitably distributed.

Similarly with respect to a Battalion earmarked for IS/ ANO/CI Ops duties, the concerned IG should ensure that non-gazetted component, as far as possible, is made up of those personnel who have not done IS/ANO/CI Ops duties as the case may be earlier. Personnel who have already completed such duties may not be sent for similar duties again within 6 years of his last tenure.

Bns to be earmarked for IS/ANO/CI Ops should be drawn equitably from all frontiers.

Contd…10.
22. **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.

23. **THREE CHOICES OF POSTINGS:**

Personnel while applying for annual transfer/posting on compassionate/medical grounds/terminal posting/return from IS /ANO/CI Ops duties etc should give 03 choices of posting to consider and accommodate them, which will be considered on the basis of feasibility, and clean records of applicant.

24. **DISCIPLINARY AUTHORITY OF NOT REPORTED PERSONNEL:**

If an individual relieved from a Unit 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 purpose. All the papers of the transferred official should be sent to the new place of posting and his entry in PIMS shall also be upgraded to show the new status, within one month of reliving.

25. **POWER TO RELAX:**

1. The power to relax any of the condition/criteria mentioned above shall rest with Director General. 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.

2. In view of the very limited number of slots available for the posting of senior officers of the rank of DIG and above, the DG shall have the discretion to make any transfers on operational and/or administrative grounds.

This issues with the approval of DG, SSB.

(David Lalrinsanga)

Dy. Inspector General (Pers)

To
1. All Frontier Hqrs & SSB Academy, Srinagar.
2. All Sector Hqrs.
3. The DIsG (Medical), CH Gorakhpur, Purnea & Salonibari.
4. All Training Centres.
5. All Bns.
6. All AOs.
7. All CSD&W.

Contd…11.
Internal:

1. PS to DG, SSB for kind perusal of DG.
2. PS to ADG, SSB for kind perusal of ADG.
3. PS to IsG, Pers & Trg/ O&I/ P&C/ Admn/ Med, FHQ, SSB.
4. PS to DIsg (Pers/Admn/ Int/ Ops/ Trg/ Prov/JAG/Vety), FHQ, SSB.
5. The Deputy Director (CC), FHQ, SSB.
6. The Assistant Director(s), FHQ, New Delhi.
7. The Commandant (Medical), Medical Dte., FHQ, SSB.
8. The Executive Engineer, FHQ, SSB
9. The JDD(Fin)/2 I/C (EDP Cell), FHQ, SSB
10. The Accounts Officer(DDO/Budget/I1U), FHQ, SSB.
12. SO Folder.
TRANSFER GUIDELINES FOR SPORTS PERSONNEL.

For sports personnel the following policy shall apply:

1. Any personnel, on selection to be part of a sports team, shall be grouped at their concentration locations.
2. Sports personnel so selected shall remain in these locations as long as they are in the sports teams.
3. They shall move to any new location chosen for concentration as and when decided by competent authority.
4. Any personnel shall cease to be a part of the sports team after they are phased out by order of the competent authority.
5. Any decision on these matters will be taken by competent authority at FHQ (Sports Dte).
6. Personnel so phased out from the sports teams shall be subject to the Transfer Policy again.
TRANSFER GUIDELINES FOR BAND MEMBERS.

1. Any personnel selected to be a part of the Band shall remain with the band unless he requests for change of posting.
2. Band personnel shall only be posted to those units where Band components exits.
3. Other provisions of transfer policy shall not apply to band personnel.
TRANSFER GUIDELINES FOR TRADESMEN.

1. All Tradesmen, CT(Orderly) and equivalent non-combatised personnel shall be subject to the transfer policy as far as posting and detailment for IS/ANO/CI Ops duties are concerned.

2. For all other purposes, the transfer posting of tradesmen, CT(Orderly) and equivalent non-combatised personnel shall only be on requests and Disciplinary grounds.
TRANSFER POLICY OF TRAINERS.

1. The mandatory period of stay of a trainer in a training centre will be three years. The head of the training centre will be empowered to extend the tenure of a trainer for the 4th year keeping in view the indispensability of the trainer for training centre. Further, if need arises, the tenure of the trainer can be extended for the 5th years with the specific recommendation of respective IsG.

2. On attending the maturity of transfer, the trainer has to opt for three choices of place of posting in the active Bns and Area. He cannot ask for posting in static location i.e. FHQ, FTRs, SHQs and TCs.

3. A trainer has to complete a cooling off period of 5 years to become eligible for transfer to TCs. However, his posting to TC will be subject to fulfilling of qualitative requirements of the empanelment policy prepared for different ranks for each training centre.