No. 47011/12/2015/Estt-
Directorate General, ITB Police
MHA/Government of India
Block -2, CGO Complex,
Lodhi Road, New Delhi


STANDING ORDER NO. 92/2016

SUBJECT: GUIDELINES TO REGULATE POSTING/TRANSFER OF ITBP PERSONNEL

1. INTRODUCTION

(a) The Indo Tibetan Border Police is primarily a border guarding Force of the Union of India entrusted with the responsibility of keeping vigil over the entire length of the Indo-China border from the Karakoram Pass in J&K to Diphu La in Arunachal Pradesh, a stretch of 3488 kms. Members of the Force are therefore required to serve in the high altitudes, rugged and mountainous terrain and arduous climate conditions. In order to provide them rest and recuperation after a period of constant deployment in tough and inhospitable areas, it is necessary to frame a set of guidelines to regulate their transfer and posting. Timely rotation is also necessary to refresh their skills through training so that they are prepared to discharge their professional obligations efficiently. Every effort is made generally to provide periodical relief to a person deployed on prolonged tenure at HA/EHA locations but some time this relief is delayed in view of operational commitments and professional priorities. It is expected that this point is properly understood and conveyed to all members of the Force from time to time.

(b) According to the provisions of Section 7 of the ITBP Act 1992, a member of the Force is liable to serve at any place within and outside India. The Act also provides that all Force personnel are considered to be always on duty and liable to be deployed at any place in public interest and depending upon various operational needs or administrative exigencies. Nonetheless, keeping in view the need to provide rest, recuperation and training to members of the Force from time to time, these guidelines have been framed to provide an opportunity to everyone, as far as possible, to be posted to areas which are classified as relatively
less arduous or hard. The tenure and conditions of transfer/posting prescribed in this circular may not be construed as binding instructions but as general guidelines as the same can be increased or curtailed on various administrative and operational grounds by DG ITBP.

2. **CLASSIFICATION OF AREAS** :

(a) All areas or locations where the ITBP is deployed will be classified as Extreme Hard Areas (EHA), Hard Areas (HA) and Soft Areas (SA). The normal tenure of posting in each of these areas will be prescribed.

(b) Since the deployment of a battalion at a particular location may change from time to time, only the key location Plans (KLPs) have been classified. Establishments with static or permanent locations have been classified by name.

(c) The classification of all areas where the Force is deployed is shown in the table below:-

<table>
<thead>
<tr>
<th>Extreme Hard Area</th>
<th>Hard Area</th>
<th>Soft Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aalo</td>
<td>Almora (Unit at Almora) (Deployed at Matli axis for border guarding duties.)</td>
<td>Almora (SHQ/MDS)</td>
</tr>
<tr>
<td>Auli</td>
<td>Bhalukpong $</td>
<td>Alwar</td>
</tr>
<tr>
<td>Dhirang</td>
<td>Bomdila/Tawang $</td>
<td>Amritsar</td>
</tr>
<tr>
<td>Dibrugarh/Basar</td>
<td>Gangtok</td>
<td>Bareilly</td>
</tr>
<tr>
<td>Gaucher</td>
<td>Guwahati</td>
<td>Bengaluru</td>
</tr>
<tr>
<td>Joshimath</td>
<td>Itanagar</td>
<td>Bhanu</td>
</tr>
<tr>
<td>Kimin</td>
<td>Katihar $</td>
<td>Bhopal</td>
</tr>
<tr>
<td>Leh</td>
<td>Kullu</td>
<td>Belgaum</td>
</tr>
<tr>
<td>Lingdam</td>
<td>Likabal:</td>
<td>Bhubaneswar</td>
</tr>
<tr>
<td>Lohitpur</td>
<td>Lohaghat</td>
<td>Chandigarh</td>
</tr>
<tr>
<td>Mirthi</td>
<td>Matli</td>
<td>Chhapra</td>
</tr>
<tr>
<td>Pegong</td>
<td>Mahidanda</td>
<td>Chittoor</td>
</tr>
<tr>
<td>Samba (unit at Leh)</td>
<td>Mohanbari</td>
<td>Delhi</td>
</tr>
<tr>
<td>Srinagar (unit at Leh)/SHQ (SNR)</td>
<td>Pithoragarh</td>
<td>Dehradun (FTR/SHQ)</td>
</tr>
<tr>
<td>Tezu</td>
<td>Rekong Peo</td>
<td>Greater Noida</td>
</tr>
<tr>
<td>Udampur (unit at Leh)</td>
<td>Roing</td>
<td>Halduchaur</td>
</tr>
<tr>
<td>Yupia</td>
<td>Rupai</td>
<td>Jabalpur</td>
</tr>
<tr>
<td>SHQ (BGLR) (ANO)/</td>
<td>Sarahan</td>
<td>Jallandhar</td>
</tr>
</tbody>
</table>

[Signature]
<table>
<thead>
<tr>
<th>SHQ (BBSR) (ANO)</th>
<th>Shalabagh</th>
<th>Jodhpur</th>
</tr>
</thead>
<tbody>
<tr>
<td>18&lt;sup&gt;th&lt;/sup&gt; Bn, Allahabad (ANO)</td>
<td>Shillong</td>
<td>Kanpur</td>
</tr>
<tr>
<td>28&lt;sup&gt;th&lt;/sup&gt; Bn, Rewari (ANO)</td>
<td>Tezpur</td>
<td>Karera</td>
</tr>
<tr>
<td>38&lt;sup&gt;th&lt;/sup&gt; Bn, Raipur (ANO)</td>
<td>ATS, Lohitpur</td>
<td>Ludhiana</td>
</tr>
</tbody>
</table>

The classification of 5 units which are going to be inducted in ANO area will be treated as EHA from the date of their taking over the charge or induction in ANO area at new location of ANO. In future, if any unit is inducted into ANO area, then the classification of that unit will be treated as EHA from the date it starts functioning as ANO Bn.

$: Units earmarked for border guarding duties in NE region will be treated as EHA from the date of taking over duties in border.

| $: Unit at Dehradun deployed in Mana Axis for border guarding duties will be treated in HA. | Lucknow |
| # : 50 Bn, Ramgarh earmarked for border guarding duties in HP from 01-10-2015 will be treated as HA from taking over the duties in border. | Madurai |

| -                                                                 | -                      | Mussoorie |
| -                                                                 | -                      | Noornad |
| -                                                                 | -                      | Panipat |
| -                                                                 | -                      | Patiala |
| -                                                                 | -                      | Patna |
| -                                                                 | -                      | Ramgarh # |
| -                                                                 | -                      | Ranchi |
| -                                                                 | -                      | Raebareilly |
| -                                                                 | -                      | Saboli |
| -                                                                 | -                      | Shimla |
| -                                                                 | -                      | Shivpuri |
| -                                                                 | -                      | Shiyangai |
| -                                                                 | -                      | Vishakhapatnam |
In above categorization, following locations where more than one formations are functioning, their categorization will be considered as under:

<table>
<thead>
<tr>
<th>Location</th>
<th>Formation</th>
<th>Brief of duties</th>
<th>Categorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lohitpur</td>
<td>Battalion</td>
<td>Border guarding duties</td>
<td>EHA</td>
</tr>
<tr>
<td></td>
<td>Animal Training School</td>
<td>Static Formation</td>
<td>HA</td>
</tr>
<tr>
<td>Dibrugarh</td>
<td>Central Weapon Store</td>
<td>Static Formation</td>
<td>HA</td>
</tr>
<tr>
<td></td>
<td>Field Arm Workshop (NE)</td>
<td>Static Formation</td>
<td>HA</td>
</tr>
<tr>
<td></td>
<td>Multipurpose Sub Depot</td>
<td>Static Formation</td>
<td>HA</td>
</tr>
<tr>
<td>Kimin</td>
<td>Battalion</td>
<td>Border guarding duties</td>
<td>EHA</td>
</tr>
<tr>
<td></td>
<td>RTC Kimin</td>
<td>Static Formation</td>
<td>HA</td>
</tr>
</tbody>
</table>

Note
- As and when any unit/formation is inducted/deployed in any of these locations mentioned above, i.e. EHA/HA/SA, the category of that unit/formation will automatically be converted according to the classification as defined above.

- Some units/formations of ITBP are deployed in soft area but their troops/coys/detachments are actually deployed at border areas. The category of such units/coys/detachments/troops will be treated as EHA/HA according to their deployment in border outposts irrespective of battalion HQ location in soft area as defined in above.

(d) The units/formations whose BHQ is in SA e.g. Allahabad, Belgaum, Bengaluru, Bhubaneshwar, Dehradun, Jabalpur, Katihar, Madurai, Noornad, Rae Bareilly, Ramgarh, Ranchi, Rewari etc. and their deployment is in border/ANO area, in such formations individual physically posted in EHA, HA and SA be treated like that and not on the basis that the Unit location is declared as EHA, HA or SA. Thus personnel posted in such formations be rotated accordingly and if any personnel whose duties are generally at BHQ and are not deployed in border/ANO area their tenure be treated as SA.
However, Commandant and other officers staying at Bn HQ location due to administrative reasons will undertake visits to forward location/BOPs/COBs as per existing guidelines and their tenure may be treated as EHA/HA if they achieve the target of the visits.

(e) Personnel who attains 50 years of age will not be de-barred from posting at EHA/HA areas subject to the condition that their category should be shape-1/should not have any major illness which could be fatal for their life. However, LMC personnel suffering from major illness, will also be considered for posting in EHA/HA subject to obtaining written willingness from them who opts to serve in EHA/HA area after attaining the age of 50 years.

(f) Personnel above the age of 50 years generally will not be posted in Ldk region in view of age factor w.r.t. climatic conditions. However, willing personnel will be considered for such posting.

3. **TENURES**

(a) The normal tenure of posting in the areas classified in para 2 above will be as follows:

- EHA (except Leh based formations) - 3 years
- HA - 3 years
- SA - 3 years
- ANO Areas - 3 years
- EHA (Leh based formations whose BHQ is located at Leh) - 2 years

(b) The tenure of Instructional Staff posted from the Instructors Panel only in training centres will be 4 years, which may be extended for further 1 year i.e. total tenure up to 5 years on the basis of recommendation from the Head of the training centre. In exceptional cases this can be further relaxed by 2 more years (total of 7 years) with the approval of DG, ITBP.

(c) A minimum tenure of six years in HA/EHA (separately as well as put together) will be necessary before a person is considered for posting to a Soft Area. However, in view of operational or administrative compulsions, this period can be reduced or enhanced.

(d) The cut-off date of calculating the tenure would be 30th April.
4. **ROTATIONAL CHANGE OVER (RCO):**

These transfer/posting guidelines would be independent of RCO and are proposed on the assumption that for some time in the near future, RCO of battalions or companies may not be administratively possible. However, if after some years, a decision is taken to go in for RCO, a separate RCO Policy would be prepared independent of these guidelines.

5. **ESTABLISHMENT BOARDS**

(a) A Senior Establishment Board (SEB) will consider the annual transfer and posting of Group ‘A’ gazetted officers and submit its recommendations to the Directorate General.

(b) A Junior Establishment Board (JEB) will consider the annual transfer and posting of all Subordinate Officers (SM/Insp/SI/ASI) and enrolled persons (HC/CT etc) and submit its recommendations to the Directorate General.

(c) The transfer guidelines envisage that the general or bulk transfers of Force personnel is done only once a year and not intermittently. All annual transfer orders shall normally be issued by 31st March every year.

(d) All transfer orders will be issued simultaneously. Any representation relating to a transfer must be made within 30 days from the date of receipt of orders and same shall be disposed off by the competent authority within the next two weeks. Further all transfer orders shall be effective from 1st May every year and by 31st May compliance shall be submitted by all formations regarding relieving of all transferred personnel under their command.

(e) For the remaining period of the year no routine or general transfers will be carried out. Mid-year transfers will only be made due to promotion, deputations, resignations/retirements, or for other urgent administrative or operational exigencies and would be ordered by the Dte Gen or Ftr IG or Sector DIG.
6. **JUNIOR ESTABLISHMENT BOARD (JEB):**

(a) The Junior Establishment Board (JEB) will be constituted on the orders of DG ITBP by 15th December every year. It will be the responsibility of the Establishment Branch at the Dte. Gen. to ensure the timely constitution of the JEB.

(b) JEB for all cadres will be headed by a Frontier I.G. by rotation and will consist of DIG’s (Pers & Admn) of all Frontiers. For the transfer/posting of personnel of the Para-medical cadre, Pioneer cadre, L&C Sector (Telecom, SPT & MT), and AT cadre, a representative of the Director (Medical) and Comdt. Base Hospital, DIG Engr (at Dte.Gen.) DIG (L&C) and CVO(SG) respectively will be part of the JEB. DIG(Ops) Dte. Gen. will also be one of the member of JEB. Chairman of the board will have option to co-opt two additional members as per his requirements.

(c) The JEB will prepare separate lists (rank-wise and cadre-wise) of all personnel who have completed a tenure of at least 6 years in HA and EHA in continuation, though not necessarily at the same particular location, in descending order. The lists should have columns indicating the date of birth and the date of joining the Force of every individual.

(d) Similarly, the JEB will prepare separate lists (rank-wise and cadre-wise) of all personnel who have completed a total tenure of 3 years in SA in descending order.

(e) After taking into account the number of personnel who have completed a tenure of 6 years in EHA and HA (rank-wise and cadre-wise) and the slots available in SA (as a result of those who have completed a tenure of 3 years), the JEB will recommend the transfers from one classified area to another. In the event that all personnel who have completed the normal tenure in EHA and HA cannot be adjusted in SA, preference will be given to those who are older in age.

(f) While preparing transfer lists, the JEB shall consider the following:
i) That personnel hailing from Leh-Ladakh and North East regions may be retained at the same area/region for a stretch of 10 years at their request.

ii) That personnel who have completed the normal tenure in EHA and HA are asked to give three choices of place of posting and, as far as possible, an effort should be made to accommodate them at any one of these three places, subject to administrative feasibility. Further, personnel who have completed 15 years or more service will be considered to provide as far as possible one time ‘Home zone’ or ‘choice posting’ from EHA or HA for a period of 03 years (one tenure) to facilitate them to assist their children towards approaching better/higher education and to settle down their other family issues like look after of old aged parents, construction of house etc. However, in case of personnel who are availing the benefits of regular choice posting after completion of normal tenure in EHA and HA or personnel already remained posted in the requested place or formation, while considering their request for such ‘Home zone’ or ‘choice posting’ their previous posting details or choice posting already availed for requested location will also be taken into consideration. For this purpose details of choice posting availed by any individual will invariably be recorded in his service record by the Unit concerned. Such ‘Home zone’ or ‘choice posting’ will only be considered subject to administrative and operational feasibility and this provision does not confer any right to the Force personnel for such posting.

iii) The service records of personnel from specialist cadres would be maintained by the respective units as was being done in the past. These detachments have already been declared as part and parcel of respective unit. Therefore the ACR’s/service documents etc can also be maintained by unit so that their proper and timely rotation is ensured.

(g) The JEB will send its proceedings/ recommendations to the Establishment branch at Directorate General. After scrutiny and approval of the competent authority, the Establishment branch will
issue the transfer orders to all formations indicating the Units/Frontier and the classification of the area to which the Subordinate Officers and enrolled persons are to be posted. On receipt of these orders, the Frontier IGs will post the personnel to the units/ formations in the Frontier.

7. **TRANSFER ON COMPASSIONATE GROUND:**

(a) Transfer on compassionate grounds will be done in relaxation of the tenure norms. Normally, transfer on compassionate ground will be considered by the SEB and JEB. Therefore, members of the Force desirous of a posting on compassionate ground should submit their requests to the concerned Establishment Board which will consider them. In case the grounds for seeking transfer on compassion arise during the course of the year after the general transfers, the written requests may be sent to the competent authority through the prescribed channel. Formations will not forward the compassionate grounds cases to Directorate General in a routine manner through out the year except for grounds mentioned in para (b) below.

(b) Compassionate grounds may include serious or life threatening illness or disease to an immediate family member of an ITBP Officer/NGO or a tragedy that seriously impacts the domestic circumstances to the intent that such Officer/NGOs presence at a particular place is considered necessary. Requests for transfer/posting/deferment on account of education of children may not generally be considered unless the Officer/NGO is able to substantiate cogently that the transfer would disrupt the further continuation of studies, particularly where the wards of personnel are studying in class 9th and 11th at the time of transfer. Requests for transfer on medical/compassionate grounds must be accompanied with certified medical documents.

(c) The tenure in cases relating to transfer on compassionate ground will be upto maximum of three years or less. Deferment on medical or other compassionate ground will be for a maximum of one year, and on grounds of education upto the month of May of succeeding year.
8. **TERMINAL POSTING**

Terminal posting will be considered on the receipt of a request from a member of the Force who has less than 2 years before superannuation, subject to operational demands and administrative feasibility. Any two choices of station can be given for terminal posting.

9. **COUPLE CASES**

In terms of Ministry of Personnel, Public Grievances and Pensions (DOP&T) office Memo No. 28034/2/97-Estt (A) dated 12th June, 1997 transfer of a member of the Force and his/her spouse to the same location shall be considered as far as possible subject to operational necessity and administrative feasibility. Couples will also be liable to serve separately due to exigencies of service.

10. **POSTING OF MAHILAS RECRUITED ON COMPASSIONATE GROUNDS**

Mahila employees, recruited on compassionate grounds, may be posted to the units/places as per their choice. After completion of the normal tenure they may be rotated to other formations as per the transfer guidelines.

11. **TRANSFER BY FRONTIER IGS AND SECTOR DIGS**

During the course of the year, a Frontier IG will be competent to transfer any member of the Force up to the rank of Dy. Comdt. within his Frontier on grounds of administrative or operational exigencies. Similarly, a Sector DIG will be competent to transfer any member of the Force up to the level of a Subordinate Officer within his Sector to meet administrative or operational exigencies. All such transfer orders should be endorsed to the Pers/Estt Branch at the Dte. Gen. and the EDP Cell. However, as explained above the respective authorities will not transfer personnel in a routine manner. Wherever necessary such cases may be forwarded to Directorate General.
12. DEPUTATION TO EX-CADRE POSTS

(a) Except in the case of NSG and SPG, members of the Force who have completed 10 years service with a good record and are in permanent Low Medical Category shall be eligible for deputation outside the organization. For deputation to NSG and SPG, those who have completed three years service shall be eligible.

(b) The period of deputation outside the organization shall be three years in all cases. In the case of deputation to NSG and SPG the maximum period shall be as per the regulations of respective departments.

(c) No person shall ordinarily be granted extension to continue on deputation beyond the prescribed period. Exceptions in such cases will invariably be approved by DG ITBP, upto the maximum prescribed period as per MHA guidelines.

(d) Personnel above the age of 45 or in Low Medical Category would ordinarily be permitted to be absorbed in any agency where they are working on deputation. Any exception in this regard will be made only on approval of DG, ITBP.

(e) Personnel posted to NDRF Bns would be treated on deputation and instructions issued from time to time regarding their tenure would be applicable. At present the normal tenure of posting in NDRF is five years.

13. LMC PERSONNEL

Low Medical category personnel who are declared unfit for performing duty in high altitude areas will be posted to HA and SA as per medical advice. In this regard, instructions/SOP issued by Director (Medical) vide his circular dated 23.12.98 and subsequent instructions may be referred.
14. **TRANSFER OF INSTRUCTORS TO TRAINING CENTRES**

The transfer orders of Instructors at all Training Centres of the Force will be issued by the Directorate General detailed instructions regarding empanelling of Instructors have been issued separately vide Dte Gen Memo No.1-22011/26/96/Trg-593 dated 31.5.96 and orders issued subsequently.

15. **OTHER EXCEPTIONS**

Provisions made under these guidelines can also be relaxed by DG, ITBP with regard to following category of personnel:

a) Sportspersons of Central teams  
b) Members of band platoons  
c) Specially trained staff for Welfare Centres  
d) Hardcore personnel identified for Intelligence Branch  
e) Personnel deemed to be specialists in their own field/master craftsmen and as such considered as valuable asset for their Units/ institutions in over all interests of the Force.

16. **USE OF EXTERNAL PRESSURE IN POSTINGS AND TRANSFERS**

As per Rule 20 of CCS conduct rules 1964 no Government servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his/her interest in respect of matters pertaining to his/her service under the Government. A Government Servant violating the above provisions would be dealt with in accordance with the procedure laid down under Rule 20 of CCS conduct rule.

17. **ATTACHMENT**

Attachment of members of the Force from the unit to which they are posted to another should only be done to meet unavoidable administrative or operational requirements or on compassionate grounds. Attachments should generally be discouraged and should not be used to circumvent the transfer guidelines. Attachments should normally be made for a short duration which should be specified in the order. If the period of attachment is likely to exceed 6 months, the headquarters of the attached personnel should be fixed at the place of attachment well in time so that they do not face any financial/ administrative hardship. The following guidelines are issued to regulate attachments.
(a) Attachments with MHA

i) The selection of officers/personnel for attachment will be made on receipt of requirement from MHA.

ii) The officers/personnel selected for the attachment will be attached for a maximum tenure of three years and as a general rule the period of attachment will not be extended.

iii) For attachment of personnel with MHA, the approval of Directorate General will invariably be obtained.

iv) Pers and Establishment Branches at the Dte. Gen. will be responsible for monitoring the attachments and replacement of attached officers/personnel from MHA. Any attachments made without the knowledge of concerned Pers / Establishment branch of Directorate General will be treated as a serious breach of conduct and discipline.

(b) Attachments with Directorate General

i) Attachment of officers/personnel with the Directorate General (including CRO) will only be ordered by the Pers/Estt Branch after examining the requirement projected by the requesting Branches.

ii) Normally, the officers/personnel being considered for attachment in the Dte. Gen. may be called on temporary duty in the first instance for upto 15 days and, if found suitable for the proposed assignment/duty, their names will be forwarded to the Pers/Estt Branch for attachment.

iii) In no case should the requesting Branch initiate or process the attachment proposal at its own level or seek the approval of the competent authority by passing over the Pers/Estt Branch.

iv) Attachment and subsequent fixing of temporary HQr of enrolled persons with Dte. Gen. will be ordered by DIG Estt
and of Subordinate Officers by IG (Pers). The DG will be the competent authority to approve attachment of officers.

v) The ADG will review all attachments of enrolled persons and SOs at the Dte. Gen. every 6 months in January and June and order de-attachment where necessary.

(c) **Attachment within Frontier/Sectors**

i) Frontier IGs will be competent to attach any member of the Force up to the rank of Dy. Comdt. from one unit/formation to another within their Frontier to meet any operational or administrative necessity. If the period of attachment exceeds 6 months, the Frontier IG will also be competent to fix the temporary headquarters of the personnel at the place of attachment. Copies of all such orders of attachment and of fixing of temporary headquarters should be endorsed to the Pers/Estt Branch at the Dte. Gen. and the EDP Cell.

ii) Sector DIGs will be competent to attach all members of the Force up to the rank of Subordinate Officers from one unit/formation to another within their Sector. In case the attachment is required for more than 6 months, the prior approval of the Frontier IG shall be taken. In no case shall the attachment of the same person be continued beyond 6 months by giving a break in the tenure.

iii) The Frontier IG shall review all attachments in his Frontier once every 6 months in January and June and order the de-attachment of those whose further attachment is not considered necessary on operational or administrative grounds.

(d) **General guidelines for attachments**

i) The tenure on attachment will normally be three years after which the attached personnel should return to the units from where they were attached. In their place new personnel may be called for attachment, if necessary.
ii) Personnel who have been recently transferred out from Soft Areas to EHA/HA should not be attached again to Soft Areas without first completing the normal tenure in EHA/HA.

iii) The tenure of attached officers/personnel should be counted as the period spent in the classified category of the place of attachment and not of the place of posting and should be recorded as such in their posting profile.

iv) Personnel who have been newly inducted in to the Force shall not be attached until they complete the tenure prescribed for them in the service Bn except in exceptional cases approved by the DG ITBP. An enrolled person on his first appointment in the Force shall tender a minimum 6 years service in EHA and HA units and a Subordinate Officer and an Officer shall render a minimum of 5 years of service on his first appointment in EHA and HA area Units.

18. **SENIOR ESTABLISHMENT BOARD**

(a) The Senior Establishment Board (SEB) shall be constituted on the order of the DG, ITBP. The SEB will consist of the following Officers:

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<tbody>
<tr>
<td>Addl. DG</td>
<td>-</td>
<td>Chairman</td>
</tr>
<tr>
<td>Inspector General from ITBP cadre</td>
<td>-</td>
<td>Member</td>
</tr>
<tr>
<td>Inspector General from IPS cadre</td>
<td>-</td>
<td>Member</td>
</tr>
<tr>
<td>DIG (Pers)</td>
<td>-</td>
<td>Convener</td>
</tr>
</tbody>
</table>

However in SEB involving DIG's and above the convener would be IG (Pers). In case IG (Pers) is already in the Board as one of the IsG, then the Board will consist of only three member.

(b) While examining the transfer/posting of officers, the SEB will consider the following aspects:-

i) Operational requirements of the Force.

ii) An officer’s previous posting, age and physical condition.

iii) Any specific request made by an officer.
(c) It will be mandatory for new /young officers to serve in EHA/HA areas for first five years of their career excluding the training period.

(d) The recommendation of the SEB for the transfer/posting of officers shall in no way be binding on the DG.

19. RECORD OF TRANSFER REQUESTS

(a) A proper record shall be maintained of all requests for transfer on compassionate grounds, couple cases and education of children etc. Personnel whose request of transfer is accepted once will normally receive lesser priority on subsequent requests for transfer/posting.

(b) The EDP Cell should develop a software so that the posting profile of personnel indicates whether a particular posting was made on a personal request or otherwise.

20. GENERAL

(a) If any question/doubt arises regarding the interpretation of this Standing Order, it should be referred to the Director General, whose decision thereon shall be final.

(b) It is also clarified that these guidelines do not confer any right whatsoever upon any Officers/NGOs in the matter of his transfer/posting to any place.

(c) This Standing Order will be effective from the date of its issue and for the purpose of calculating tenure, the service rendered by the Officers/NGOs so far will be taken into account.

(d) This supersedes all previous Standing Orders/instructions issued on the subject of transfer/posting and attachments in the Force.
21. **SAVING**

Notwithstanding anything contained in this Standing Order, the Director General may transfer or post any member of the Force to any station or post at any time or relax any of the provisions or give exemption from such provisions, if it is considered necessary to do so in the interests of the Force or on grounds of administrative/operational necessity or exigency.

(KRISHNA CHAUDHARY)
DIRECTOR GENERAL, ITBP

**Distribution :-**

1. All Ftr. IsG/Zones ITB Police.
2. Director (Medical) Dte. Gen. ITB Police.
3. Director, ITBP Academy.
4. All Sector DIsG ITB Police.
5. All DIsG Training Institutions ITB Police.
6. All Units/BHD/RH/CH, ITB Police.
7. CAO,CRO/SAO(R) CRO ITB Police.
8. All Branches, Dte. Gen. ITB Police.