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DIRECTORATE GENERAL, CRPF, C.G.O COMPLEX, LODHI ROAD,
NEW DELHI - 110 003
(MINISTRY OF HOME AFFAIRS)

No. T.1X-INST/2008-PERS.3

Dated, the 12th May, 2008.

CIRCULAR ORDER NO. 01/2008

Subject : **TEMPORARY TRANSFER/ ATTACHMENT OF GOs/ NGOs.**

Temporary Transfers (Attachments) of personnel (both GOs and NGOs) is regulated vide Circular Order No.3/01 and other instructions issued from time to time. Due to large scale expansion of the Force and sanction of new institutions, the demands for attachment have increased manifold. In the case of Ministerial Staff, large scale attachments are required at the Force HQs and PAO as the Ministerial staff was authorised to Directorate General in the year 1992, when the total strength of the Force was 1,58,000. Now the Force has a strength of more than 2,61,000 and is further expanding in rapid strides. The posts of Ministerial Staff have not increased proportionately along with the expansion of the Force. Hence the functioning of Directorate General is heavily dependent upon staff attached from various Sectors. Similarly, in the case of GOs and NGOs also, attachments have become essential due to multifarious duties being performed by the Force.

2. It is felt that a more elaborate attachment policy is required to be framed. While it is appreciated that sufficient staff is not sanctioned in all the offices or the existing sanctioned strength of various offices is not enough to cope with the work load, attachments do create administrative problems to field offices. Hence, it is imperative that such attachments are kept to the barest minimum and the burden is equally distributed amongst various Sectors, GCs and Units.

The following orders are therefore, issued to regulate the attachments (Temporary Transfer) of personnel of all categories :-

- (i) Personnel who have put in more than 5 years service only shall normally be considered for attachments.

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- (ii) ADG, Zones / Sector IsG can propose attachments of staff within their Sector, if it is felt such attachments are unavoidable. However, it will only be for a specific duration which shall not in the ordinary circumstances exceed 6 months. **Such attachments should have the prior approval of the DG.** The Zones / Sectors would forward such cases to the DG through IG (Pers), who will keep a record of all such attachments.
- (iii) Any attachment of personnel with Directorate, MHA or any other departments if any, will be ordered by IG (Pers), with the approval of DG. This include attachments of GD personnel to the Directorate General.
- (iv) Once a particular attachment is authorised with the approval of the DG, the Zones and Sectors, as the case may be, can rotate the personnel from different offices under them. However, the total number of attachments would not exceed the authorised number.
- (v) Attachments would initially be for a period of six months only. It can be extended from time to time as per requirement of the branch concerned up to a maximum period of three years, after which the person so attached should be changed.
- (vi) The same official should not be attached again and again. The maximum period a person can be attached to any other office is fixed as three years during the entire service.
- (vii) In the case of Ministerial Staff, in order to ensure that the burden is equally distributed amongst various sectors, it has been decided that a Sector with 5 GCs will contribute 20 personnel for attachment to Directorate General / MHA / other organisations at a rate of 4 per GC. Similarly, a 4 GC Sector will contribute 16 personnel , 3 GC Sector 12 personnel and so on. This is just to calculate the number of personnel that can be attached from a Sector and Sector IsG may nominate Ministerial Staff for attachment to Directorate from any offices under him and need not necessarily attach them from the strength of GCs. RAF Sector may provide 6 personnel and Training Sector 3 personnel for such attachments.

(viii) IsG, SS, ES, NS, BS, WS, CS, NES, RAF and SPL Sector are to provide 2 SIs(M) and IsG, Tripura and Srinagar one each to PAO on a regular basis (Total 20). **This is not an additional attachment, but the rationalised scale mentioned above is inclusive of this attachment.**

(ix) Personnel who are willing and having knowledge of computers will be given priority.

(x) The Sector IsG will ensure that the personnel proposed for attachment are efficient and up-right. Personnel with Very Good ACRs only will be considered for such attachments.

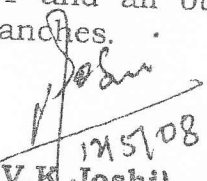
(xi) Personnel who try to bring influence through other Senior officials / political parties should not be considered for such attachments, as far as possible.

4. The above instructions should be scrupulously followed in letter and spirit. Every attachment should be made through a written order. No attachment will be done based on verbal directions.

5. Under special circumstances, the DG may relax any one or more conditions stipulated in this order.

6. The Staff Inspection Unit (SIU) had submitted a report on the requirement of staff for Directorate General and other offices. This was not agreed to by the CRPF Directorate as it entailed abolition of some GD posts. The government response is yet to be received. The policy on Temporary Transfer (attachment) would be reviewed on receipt of the next SIU report.

7. This supersedes Circular Order No.3/2001 and all other instructions issued on the subject by various offices / branches.


17/5/08
(V.K. Joshi)
Director General

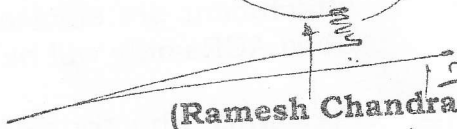
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Copy forwarded to :-

1. The Addl. DsG, CRPF, EZ/NZ
2. All IsGP, CRPF including Ops
3. All DIsGP, CRPF including Ops
4. All ADIsGP, GCs, CRPF
5. All Principals, CTCs, RTCs and CIAT School.
6. All Commandants including Signal Bns, RAF and SDG, CRPF.
7. All CMOs, Base Hospitals, CRPF including Composite Hospitals.


(Ramesh Chandra)
DIG (Pers.)

Internal :
All branches of Dte. General.