

No.12015/6/2004-SSS
Ministry of Statistics & Programme Implementation
(SSS Section)

Sardar Patel Bhawan, Sansad Marg,
New Delhi, dated 9th May, 2005

OFFICE MEMORANDUM

Subject: Subordinate Statistical Service(SSS) Cadre Planning, Placement and Management

The undersigned is directed to circulate the draft Subordinate Statistical Service(SSS) Cadre Planning, Placement and Management guidelines in respect of SSS official and the same is being hoisted on the Ministry's website for soliciting comments/views of the members of the SSS including Associations. All Ministries/Departments/Organisations participating in SSS may bring this OM to the notice of all concerned members of SSS including Associations for any comments/views in this regard. Any comments/suggestions may reach the SSS Section by 31st May, 2005.


(T. K. DUTTA)
Director (SSS)

All Ministries/Departments/Organisations participating in SSS

Subordinate Statistical Service(SSS) Cadre Planning, Placement and Management

The basic objective to frame guidelines in the matter of Cadre Planning, Placement and Management of Subordinate Statistical Service (SSS) officials is to bring transparency and efficiency in the cadre management of the Service. It is also aimed for organizational development keeping in view the requirements of the SSS officials.

2. In the matter of postings and transfers of SSS officials, as far as possible, the officials will not be disturbed unless it is unavoidable and necessary in public interest. However, all the officials will be suitably exposed to the field operations of the NSSO. The transfers of the Subordinate Statistical Service officials will be considered for following reasons:

- (i) Non-availability of posts in case of promotion and otherwise.
- (ii) Administrative reasons and public interest.
- (iii) Personal requests with specific reasons including mutual transfers.
- (iv) Services required by other departments (on deputation or foreign service etc.).

3. The following criteria shall be followed while considering the postings on transfers of the officials of the SSS:

- (i) Officials will be posted /transferred as per his choice/or nearby place as far as possible subject to availability of posts.
- (ii) Officials with the longest tenure at a particular station will be transferred first.
- (iii) If there is more than one official satisfying criterion (ii) above, the official with least outstations postings to his credit will be transferred first.

- (iv) If there are more than one official satisfying criterion (ii) and (iii) above, the junior most officials among them will be transferred first.
- (v) Officials, with the genuine reason but could not be accommodated due to non- availability of posts, may be considered for posting/transfer to the desired places by transferring the other persons in that location following the above criteria.

4. The general transfers shall normally be announced in such period that the same will come into force during April – June of the year.

5. All the request transfers except those who have completed more than 5 years in a post/place will be covered under 'own cost transfer'.

6. An official posted in a difficult place, particularly in the North-East, Andaman & Nicobar Islands and Kashmir, would be considered for a choice posting, subject to availability of post, after serving at that place for a minimum period of three years. This criterion may also be applied to some of the difficult locations of FOD (to be specified by the Government) for functional requirements.

7. An official with less than two years of service left before superannuation shall not be transferred, as far as possible, from that station unless specifically requested by him/her or on administrative necessity. However, on his/her own request, he/she may be posted to a station in case the officials intends to settle down at that place or to the nearest station to the place of settlement after the retirement depending upon the availability of cadre post and administrative convenience.

8. The general guidelines issued by the Government relating to postings and transfers like (a) posting of married working couples at the same station, (b) posting of physically handicapped employees, (c) posting of employees having mentally retarded children, (d) employees working in sensitive posts and (e) humanitarian grounds and any other condition prescribed by Government would be kept in view while deciding the postings and transfers of SSS officials.

9. Notwithstanding any provisions of these guidelines, an official may be transferred to any Ministry/Department/Organisation and to any station with the approval of the Cadre Controlling Authority.

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