

F.No. 12015/05/2018-ISS
Government of India
Ministry of Statistics & PI
ISS Division

Sardar Patel Bhawan,
Sansad Marg, New Delhi,
Dated: 03.03.2020

OFFICE MEMORANDUM

Subject: Cadre Deployment & Management Policy-reg.

The undersigned is directed to convey that Competent Authority has approved a new Cadre Deployment & Management Policy (Annexed).

2. The above said policy will come into effect from the date of issue this OM and will be in supersession of all earlier Orders/OMs issued in this regard.
3. This issues with the approval of Competent Authority.


(S. Barnwal)
Deputy Director (ISS)

To,

1. All ISS officers by placing it in ministry's website.
2. Director (DIID), NSO, MoSPI with a request of placing it in Ministry's website.

Copy to,

1. PPS to Hon'ble Minister for Statistics & PI.
2. PPS to Secretary, MoSPI.
3. PPS to DDG (Admn.), MoSPI.



सत्यमेव जयते



Data for Development

**Indian Statistical Service (ISS) Cadre Deployment
and Management Policy**

M/o Statistics & Programme Implementation

New Delhi

Cadre Deployment and Management Policy

1. Introduction

- 1.1 The Indian Statistical Service (ISS) was constituted in November, 1961 as a Group 'A' Central Civil Service to meet the need of professional statisticians for planning, policy formulation and decision making by the Government. The M/o Statistics and Programme Implementation (MoSPI) is the Cadre Controlling Authority (CCA) for ISS Cadre. Presently, the ISS Officers are spread over more than 40 Ministries / Departments / Organizations of the Government of India. Strategic Human Resource Management of ISS Cadre in a planned and transparent manner is one of the prime objectives of the Ministry.
- 1.2 The Cadre Deployment and Management Policy has been formulated in accordance with guidelines of Department of Personnel and Training (DoPT) prescribed from time to time. The policy is aimed at systematic career development of ISS officers to enable them to realize their growth potential and to contribute towards the achievement of the organizational Goals, Objectives, Mission and Vision. Since the discipline of statistics is an agglomeration of various areas of specialization, planned career development of ISS officers can be achieved through exposure of working in different organizations having diverse areas of specialization.
- 1.3 This policy will supersede all related policies concerning posting, transfer, deputation, management, etc. brought out by the MoSPI at an earlier date.

2. Salient features of the Policy

- 2.1 The policy shall come into effect from the date of issue.
- 2.2 The policy will be aligned with the training policy for ISS officers, which is being framed by Training Division, MoSPI.

- 2.3 All postings and transfers of ISS officers shall be effected on the recommendations of the Civil Service Board (CSB) of the ISS constituted in MoSPI.
- 2.4 CSB will be at liberty to consider profile of an officer, based on work handled in past postings, special assignments, trainings attended, etc, for subsequent postings on promotion or on rotational transfers.
- 2.5 Deployment of ISS officers for a minimum/maximum tenure is prescribed along with rotation policy with the objective of overall career development of ISS officers.
- 2.6 Guidelines for dealing with different types of “own request” cases have been laid down.
- 2.7 The guidelines under this policy shall not be applicable for the transfer and postings of HAG+ and above level officers.
- 2.8 The “Competent Authority” wherever applicable under this policy shall be Secretary (S&PI) for below SAG level officers and the Hon'ble Minister of Statistics and Programme Implementation for SAG and above level officers.
- 2.9 All the provisions of policy are subject to the availability of vacancies.
- 2.10 In order to avoid retrofitting of the provisions of policy to senior level officers, the rotational transfer provisions of policy will not be applicable to officers who are presently holding the post of HAG.
- 2.11 A correct and complete database of ISS officers is a critical requirement for operationalizing the Policy. The MoSPI being CCA of ISS shall ensure that a database containing the profiles of all ISS officers is created and regularly updated.

3. ISS officers' Deployment

3.1 The technological interventions in the field of statistics are changing at an exponential rate. The methods of collection, compilation and analysis/analytics of data have demonstrated a remarkable transformation in last few years. Such swift changes necessitate that the ISS officers should be continuously aligned with changing statistical eco-system. In order to achieve this objective, it is imperative that the ISS officers should be timely and periodically deployed/rotated so they may have sufficient exposure of varied area of specialization. For the purpose of deployment/rotation, the areas of specialization/Ministries/Departments are grouped in three groups (**Annexure-I**).

Deployment of ISS Officers on first posting:

3.2 The data collection mechanism at field level is one of the most significant parts of Official Statistical System. It will be prudent if career of an ISS officer start from field. This will enable them to appreciate how data is being collected and what are the challenges faced in data collection process. Thus, after completion of probation, all direct recruit ISS officers shall be preferably posted in field offices of MoSPI.

3.3 Officers promoted from Group 'B' (SSS) to Group 'A' (ISS) shall, on promotion, be preferably posted in field offices of MoSPI.

Posting on promotion:

3.4 On promotion, an officer at any level shall be posted out of the Ministry/Department/Organization if he/she has served in the same Ministry/Department/Organization in any capacity for a period exceeding the minimum tenure as prescribed in para 3.7 of this policy. They will be rotated in different area of specialization/groups of Ministry/ Department/Organization specified at **Annexure-I**.

3.5 If an officer is due for superannuation within 2 years, CSB may, if so desire, retain the officer in same Ministry/Department/Organization against the existing vacancy of the promotional post. In case, no vacancy at the

promotional post is available, the officer will be transferred to another Ministry/ Department/ Organization, as per the vacancies.

- 3.6 If an officer is due for superannuation within 6 months at the time of promotion and she/he is posted at any Division/Office of MoSPI, CSB may, if so desire, recommend to retain the officer in same Division/office against vacancy or against overall strength, in absence of vacancy, if CSB is of the view that it may be difficult to expect useful contribution from such officer in another Ministry/Department during his/her remaining service.

Rotational Deployment:

- 3.7 The tenure of posting of ISS officers under ordinary circumstances in a Ministry/ Department/Organization will be bound by the following principle:

SN	Level	Minimum Tenure	Maximum tenure
1	Higher Administrative Grade (HAG) and above	1 year	3 years
2	Senior Administrative Grade (SAG)	2 years	4 years
3	Upto Junior Administrative Grade (JAG)	3 years	5 years

- 3.8 In case of any administrative exigency, the prescribed maximum tenure can be relaxed upto a period of two years with the approval of the Competent Authority.

- 3.9 An officer, who completes prescribed maximum tenure at a Ministry/Department/Organization, will be rotated to a different field of specialization/group, preferable, in which he/she has not worked earlier. Before initiating such transfer/deployment, CCA may seek preferences from such officers and the same may be considered, as far as possible and subject to availability of vacancies, by the CSB.

Posting to the Ministry/ Department earlier worked:

3.10 An officer, who is transferred out on promotion from the current Ministry / Department/Organization or on completion of maximum prescribed tenure or on administrative requirement as the case may be, will be allowed for posting in a Ministry/ Department/Organization where he/she has earlier served, subject to the condition that there is a gap of minimum three years.

Inter-station deployment and transfer:

3.11 ISS being a service with all-India transfer liability, the officers shall be transferred out of the station of posting on completion of 5 years of continuous service at the same station of posting excluding Delhi. Since majority of the ISS posts are in Delhi, it may not be feasible to transfer out all officers who have completed 5 years continuous posting in Delhi. However, if need arises to transfer out officer(s) from Delhi then, based on requests from officer(s) for continue posting at Delhi, preference for continue posting in Delhi shall be given to officer(s) who have completed at least 5 years outside Delhi posting(s).

3.12 On transfer out from a station based on condition stipulated at para 3.11, an officer will become eligible for posting at the station worked earlier, after completion of at least three years of posting outside that station.

Hard area posting:

3.13 Officers who complete prescribed minimum tenure at hard areas such as North Eastern Region, Kashmir or Andaman and Nicobar Islands or stations considered as Hard areas under DOPT guidelines or posted in field office(s) which are not generally opted by anyone, as assessed by CSB, and whose performance has been excellent, will get preference, as far as possible, in posting to stations of their choice.

4. General principles for transfer on own request

4.1 Officers on completion of their prescribed tenure in a Ministry/ Department/ Organization may on their own volition request for transfer.

However, such transfers will be considered as per guidelines laid down herein and subject to availability of vacancies. On such transfer, their tenure in the new Ministry/Department will be counted afresh and they will be required to serve the minimum prescribed tenure for the post before they are considered for transfer again. Such transfers will not be considered transfer under “own request”.

- 4.2 A request of an officer for posting at a particular location/station on compassionate/ medical/ spouse grounds, in relaxation to the tenure prescribed under para 3.7, will be considered on a case-to-case basis by the CSB. Such transfers will be treated as transfer under “own request” and payment of transfer allowance, etc. will be governed in terms of instruction issued by MoSPI/DoPT in this regard. However, in case any relaxation is required under this policy for such requests, same shall be submitted to competent authority, with full justification, for approval.
- 4.3 Cases of postings on medical / compassionate grounds will be examined by the CSB which may refer medical ground cases to Medical Boards, if required.
- 4.4 In cases where postings are requested on spouse ground, the CSB shall take a view as per the prevailing instructions of the DoPT on this issue, subject to availability of vacancies.

Requests of differently abled officers:

- 4.5 In order to provide conducive and favourable environment to differently abled ISS officer, requests from differently abled officer for choice posting will be sympathetically considered on case-to-case and merit basis by the CSB.

5. The Civil Service Board (CSB)

- 5.1 All transfers / postings of all Senior Administrative Grade (SAG) and Higher Administrative Grade (HAG) level officers of ISS will be done on

the recommendations of a Civil Service Board (CSB) constituted in MoSPI consisting of the following:

[a] Secretary, MoSPI – Chairman;

[b] Director General level officers of ISS (three) – Members
(to be nominated by Secretary, MoSPI)

[c] SAG level officer supervising ISS Division, MoSPI – Non-Member
Convener

5.2 All transfers / postings of ISS Officers below SAG level will be done on the recommendations CSB constituting the following:

[a] Director General level officer of ISS – Chairman;
(to be nominated by Secretary, MoSPI)

[b] Additional Director General, MoSPI – Member
(to be nominated by Secretary, MoSPI)

[c] SAG level officer supervising ISS Division, MoSPI - Member

[d] JAG/NFSG level officer handling ISS Division, MoSPI – Non-Member
Convener

(Note: Chairman of below SAG level CSB shall be nominated from DG level officers of ISS except DG handling Administration/Coordination related work in MoSPI)

5.3 The CSB will:

a. Recommend posting and transfers of ISS officers at various levels taking into consideration:

i. the guidelines laid down herein on completion of minimum / maximum tenure, vacancies, seniority, preference for posting, and application under compassionate grounds or by differently abled persons, if any, for approval of the Competent Authority.

- ii. profile of the officers, based on work handled in past postings, work experience, special assignments, trainings attended, etc, for subsequent postings on promotion or on rotational transfers.
 - iii. the status of proposals for promotion of ISS officers in respective grades.
- b. consider proposals and recommend forwarding of requests/ sponsoring ISS officers at various levels on Central/ State/ International deputations for approval of the Competent Authority;
- 5.4 There would be minimum four quarterly CSB meetings in a year i.e. in the months of March, June, September and December. The vacancy position at different grades shall be notified every month by the CCA on the website of MoSPI. The officers may indicate their preferences till the last day of the month preceding the meeting of the CSB. The officers requesting for transfer have to apply afresh in subsequent quarter if their earlier request is not recommended in the quarterly meeting of the CSB.
- 5.5 Besides 04 quarterly CSB meetings, there may be specific purpose meetings to consider deployments in case of promotions and to address some extraordinary situations like officers returning from deputation/long leave etc. Except in case of promotion, the specific purpose meetings may be done through rotation of file or as desired by the chairman of the CSB.

6. Preference for posting

- 6.1 The ISS officers may submit their preferences for posting in the event of their promotion. The CSB shall consider the preferences of officers for posting, as far as possible, within the available vacancies, based on functional requirements and in the order of seniority.
- 6.2 Occasions arise that some vacancies are to be filled up immediately on functional needs, and on such occasions, it may not be possible to wait for the preferences of officers. Such vacancies shall be filled on

recommendation of the CSB, on functional/administrative basis, based on the records available with the CCA.

7. Deputation of ISS officers under Central Staffing Scheme (CSS) and under Non-CSS outside the MoSPI

7.1 As a matter of principle the CCA will encourages ISS officers to take up at least one deputation assignment in the career to facilitate wider exposure, career growth and improved progression. The CSB will consider the deputation requests of ISS officers and will recommend the officers for deputation, subject to other eligibility conditions and administrative requirements of CCA.

7.2 An officer may be allowed to go on deputation outside the MoSPI for not more than three terms in his/her entire career, each term not exceeding 5 years and total tenure on deputation in entire career shall not under any circumstances exceed 15 years. There shall be cooling off period of 3 years after completion of each period of deputation or as prescribed by Department of Personnel and Training, whichever is higher.

7.3 Requests from State Governments/ Central Ministries/ Departments/ Organizations asking for a particular officer by name shall not be entertained. If it is found that the offer for deployment of ISS Officer is administratively convenient and it enhances the professional growth of ISS officers, the same will be circulated to all the ISS officers and willingness for deputation will be invited. The willingness of officers received in this regard in MoSPI will be considered by CSB for its recommendation.

8. Officers returning from deputation/ long leave/ long term training etc.

8.1 An Officer returning from deputation/long leave including study leave/ long term training or foreign assignments shall report to ISS Division, MoSPI for posting.

8.2 Period of leave/ training /foreign assignment exceeding six months will be treated as long leave / long term training/foreign assignment for the purpose of posting under this policy.

9. Sensitive posts

9.1 The posting of ISS officers at the duty posts of ISS declared sensitive by MoSPI will be regulated in accordance with the MoSPI's Order no. M-11021/8/2019-Vig. dated 02.12.2019 or any further orders issued subsequent to this order.

9.2 Administrative Ministries/ Departments/ Organizations where ISS officers are posted outside MoSPI are delineated the responsibility to classify the sensitive posts where ISS officers are posted and intimate the same to MoSPI.

9.3 In all circumstances, the tenure of an officer on a sensitive post shall not exceed three years at a stretch.

10. Transfer on administrative grounds / public interest

10.1 Notwithstanding anything contained in this Policy, the MoSPI may, if necessary to do so in public interest, transfer/deploy any officer to any station or post on grounds of administrative requirements.

10.2 An officer against whom the CVC has recommended initiation of vigilance proceedings, should not normally be posted or remain posted at the station where the cause of the vigilance proceedings originated. This restriction will remain in operation till such time as the vigilance matter is not closed. However, such an officer shall under no circumstances be posted to any sensitive charge having financial or vigilance dealing.

11. Leave Vacancy

11.1 The substitute officer will be posted in case of leave vacancy exceeding six months. However, this will be subject to the availability of the officers for posting.

12. Relieving after transfer

12.1 The CCA of ISS shall be the designated authority to transfer ISS officers of any Grade and it shall be the duty of the concerned Ministry/ Department/ organization to relieve the officer concerned within 15 days of the transfer order.

12.2 In case a transferred officer is not relieved within 15 days, the CCA will initiate the process of relieving of the officer. However, due to functional requirement, any Ministry/Department desires to retain transferred officer for more than 15 days, they may request for the same to MoSPI, which will be considered on merit basis.

12.3 In case of function exigencies, CCA of ISS may, by specific order, stand relieve the transferred officer(s) immediately or as per requirement. Such officer(s) shall not be entitled to draw any salary and allowances from the Ministry/ Department/ organization from which she/he is transferred out with effect from the date of relieving.

13. Officers exempted from rotation transfer under this policy

13.1 Officers likely to be promoted within one year shall be exempted from the rotational transfer, since, on promotion officers are transferred if they have completed the prescribed tenure for the promotional post.

14. Relaxation

14.1 Notwithstanding anything contained in this policy, with justifications/reasons to be recorded in writing, the competent authority may approve relaxation to any provision(s) of this policy

Annexure-I

Grouping of areas of specialization/ Ministry / Department

SN	Group A	Group B	Group C
1.	M/o Agriculture	M/o Chemicals and Fertilizers	M/o Civil Aviation
2.	M/o AYUSH	M/o Coal	M/o Communications & Information Technology
3.	M/o Culture	M/o Commerce & Industry	M/o Defence
4.	M/o Development of North Eastern Region	M/o Corporate Affairs	M/o Food Processing Industries
5.	M/o Environment, Forest and Climate Change	M/o Finance	M/o Home Affairs
6.	M/o Health & Family Welfare	M/o Heavy Industries & Public Enterprises	M/o Science and Technology
7.	M/o Housing & Urban Poverty Alleviation	M/o Micro Small & Medium Enterprises (MSME)	M/o Skill Development
8.	M/o Human Resources Development	M/o Mines	Coordination Division (MoSPI)
9.	M/o Fisheries, Animal Husbandry and Dairying	M/o New & Renewable Energy	Training Division (MoSPI)
10.	M/o Jal Shakti	M/o Petroleum & Natural Gas	Programme Implementation Division (MoSPI)
11.	M/o Labour & Employment	M/o Power	National Statistical Commission Secretariat (MoSPI)
12.	M/o Minority Affairs	M/o Shipping	Coordination and Publication Division (MoSPI)
13.	NITI Aayog	M/o Steel	Field Operations Division (MoSPI)
14.	M/o Tourism	M/o Textiles	Administration Division (MoSPI)
15.	M/o Road Transport & Highways	Economic Statistics Division (MoSPI)	
16.	M/o Rural Development	National Accounts Division (MoSPI)	
17.	M/o Social Justice & Empowerment	Price Statistics Division (MoSPI)	

18.	M/o Tribal Affairs	Data Informatics and Innovation Division (MoSPI)	
19.	M/o Women & Child Development	Data Quality Assurance Division (MoSPI)	
20.	Social Statistics Division (MoSPI)	Survey Design & Research Division (MoSPI)	