

File No. B-11013/7/2022-Admn.III

भारत सरकार/Government of India

सूचना एवं प्रसारण मंत्रालय/Ministry of Information & Broadcasting

पत्र सूचना कार्यालय/Press Information Bureau

प्रशासन III अनुभाग/Admn.III Section

7th Floor, Shastri Bhawan

New Delhi -110001

Dated:- 18.11.2024

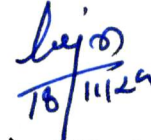
OFFICE ORDER

This Bureau vide order of even no dated 10.08.2022 (copy enclosed) has issued Standard Operating Procedure (SOP) to deal with administrative matters in Zonal, Regional and Branch Offices of PIB in which it has also been categorically stated in para-2 about administrative matters which is self explanatory.

2. In this context, it has come to notice that a number of Regional/Branch offices of PIB are not adhering to the guidelines/instructions thus placing this Bureau in embarrassing position, as Zonal offices were not taken in loops while sending such communications. All Zonal/Regional/Branch offices are hereby advised to strictly adhere to the guidelines and to forward any proposals/requests through proper channel as identified in the said order failing which, such proposals/requests will not be entertained in Hqrs.

3. In this regard, DG (Zones), PIB are also requested to instruct all the Regional/Branch offices under their domain and issue necessary orders if required, for effective and strict implementation of the said order.

Encl.: As above



(ब्रजेश गोडरा)/(Brajesh Godra)

संयुक्त निदेशक (प्रशा.)/Jt. Director (Admn)

Tel. No. : 23383648

Copy to:-

1. The DG (Zones), PIB
2. All the Regional/Branch Heads, PIB.
3. PPS to Pr. D.G. (M&C), PIB Hqrs.
4. PPS to ADG (Admn.), PIB Hqrs.
5. All sections of PIB Hqrs.
6. O.L.U for Hindi Translation of the same.
7. Guard File.

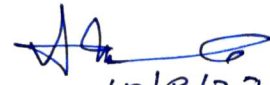
File No. B-11013/7/2022-Admn.III
Government of India
Press Information Bureau
(Admn.-III Section)

Shastri Bhawan, New Delhi,
Dated /08.2022

OFFICE ORDER

With the approval of the Competent Authority, it has been decided that the following guidelines/instructions in respect of certain administrative matters, will be followed in the Zonal/Regional/branch offices of this Bureau:

- i. In all establishment matters including RTI applications, Daily/weekly/fortnightly/monthly/quarterly/half-yearly/yearly reports and other requisite information as may be desired by HQ from time to time, Zonal Heads are nodal officers to further take up the matters with respective regional/branch offices which comes under their jurisdiction and to ensure timely disposal of the same.
 - ii. All other administrative matters such as hiring of taxi, outsourcing of staff, hiring of accommodation, policy matters, matters involving financial implications, tendering of advice and seeking approval of HQ/Ministry, etc., will be sent to the headquarters through proper channel i.e. routed via competent authority at **Branch Level⇒Regional Level ⇒Zonal Level⇒HQ.**
 - iii. In so far as Transfer/Posting of ex-cadre staff is concerned, where two offices of same zone are involved, the decision regarding the same may taken by the DG Zone on case to case basis in consultation with respective Regional heads. Also, for requests related to Inter Zonal transfer/posting, where two or more zones are involved, the decision may be taken by Pr. D.G., PIB on case to case basis. However, such transfers/posting may amounts to loss of few special privilege enjoyed by the concerned official(s) by virtue of his position in the prior gradation list.
 - iv. For other administrative matters in respect of ex-cadre posts such as maintaining Seniority list, promotion, etc., all are to be dealt as per existing Recruitment Rules (RRs), till the revision of RR. Furthermore, matters related to grant of MACP, Termination of Probation/Confirmation, etc., are to be done by competent authority at respective Regional level only.
2. The details regarding jurisdiction of DG Zones and ADG Regions are given in the attached Annexure.


10/8/22

(Jyoti Swaroop Asthana)
Dy. Director (Admn.)
☎: 23383648

Copy to:

Admin I → Sham 11/08/22 2
Admin II - PK Rayan 11/8/22.

- 1. All Zonal/Regional/Branch Heads.
- 2. PPS to Pr. D.G. (M&C), PIB. e
- 3. PS to DG/ADG (Admn.), PIB (Hqrs.).
- 4. All sections of PIB Hqrs. Milovan

O/C

PMS
11/8/22

Annexure

Zone	State/UT	Region
DG (North) Lucknow (Uattar Pradesh)	Jammu & Kashmir	ADG(Chandigarh)
	Himachal Pradesh	
	Punjab	
	Haryana	ADG(Lucknow)
	Uattar Pradesh	ADG(Dehradun)
	Uttarakhand	
DG (West) Mumbai (Maharastra)	Madhya Pradesh	ADG(Bhopal)
	Rajasthan	ADG(Jaipur)
	Gujarat	ADG(Ahmedabad)
	Daman& Diu	
	D&N Haveli	
	Chhatisgarh	ADG(Raipur)
	Maharashtra	ADG(Mumbai)
	Goa	
DG (South) Chennai (Tamilnadu)	Karnataka	ADG(Bangalore)
	Andhra Pradesh	ADG(Vijaywada)
	Telangana	ADG(Hyderabad)
	Tamilnadu	ADG(Chennai)
	Puducherry	
	Andaman & Nicobar	
	Kerala	ADG(Thiruvananthpuram)
	Lakshadweep	
DG (East) Kolkata (West Bengal)	Orissa	ADG(Bhubaneswar)
	Bihar	ADG(Patna)
	West Bengal	ADG(Kolkata)
	Jharkhand	ADG(Ranchi)
DG (North East) Guwahati (Assam)	Assam	ADG(Imphal)
	Meghalaya	
	Sikkim	
	Nagaland	
	Manipur	
	Tripura	
	Mizoram	
	Arunachal Pradesh	

**Government of India
Press Information Bureau
(Admn. III Section)**

Subject: Transfer Policy for CG-II & MTS of PIB's Regional/Branch offices – reg.

Please find enclosed herewith a copy of PIB's Transfer Policy in respect of Clerk Grade-II and Multi-Tasking Staff posted in Regional/Branch offices.

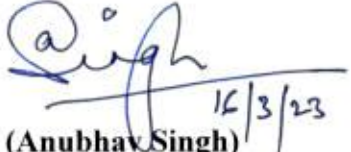
2. In this regard, DG (Zones) are requested to circulate it to all Regional/Branch offices comes under their zone and issue necessary orders for effective and strict implementation of the same.

3. Hereinafter, all transfer requests should be considered in light of these guidelines. Further, before forwarding any transfer request to the Hqrs., necessary approval at **Branch>Regional>Zonal** level must be ensured. If the channel of submission is not followed, such transfer requests are liable to be rejected.

4. All other inter-zonal transfer requests, as on date pending at the Hqrs., may be treated as disposed of and fresh request, if eligible in accordance with the present transfer policy, may be forwarded to this Bureau after giving due consideration at respective Branch/Regional/Zonal levels.

3. This issues with the approval of Pr. DG (M&C), PIB.

Encl.: As above.


(Anubhav Singh) 16/3/23
Dy. Director (Admn.)

Heads of all DG (Zones), PIB

PIB Hqrs. ID Note No. B-11013/7/2022-Admn. III, Dated: 16.03.2023

TRANSFER GUIDELINES FOR CLERK GRADE-II (C.G-II) & MULTI TASKING STAFF (M.T.S) OF PIB's REGIONAL/BRANCH OFFICES.

I. Objective

Press Information Bureau shall strive to maintain equitable distribution of its employees across all Zonal/ Regional/ Branch offices to ensure efficient functioning of the organization and optimize job satisfaction amongst employees. All employees are liable to be transferred anywhere in India at any point of time in public interest. Transfer to a desired location can't be claimed as a matter of right. While effecting transfers the organizational interest shall be given uppermost consideration and that the problems and constraints of employee shall remain subservient.

II. The general eligibility conditions for seeking transfer

1. The minimum tenure at a station shall be 03 years (including the probation period) to apply for transfer on own request.
2. Transfer before completion of tenure may however be ordered in cases of administrative exigencies and in public interest.
3. Preference shall be given to the Persons with Disability (PwD), widow women employees, single women employees, employees with less than 2 years to retire & employees posted at hard stations (Jammu, Srinagar, Leh, Port Blair & North Eastern States).
4. Mutual Transfers shall be considered for same grade/ posts after completion of probation period of both employees.
5. The following employee shall not be considered for transfer on own request: -
 - (i) Employee with history of misconduct.
 - (ii) Employee against whom a disciplinary proceeding is contemplated/ initiated.

6. No request for transfer to PIB-Hqrs at New Delhi will be entertained in cases where :-
- (i) There is no sanctioned post of CG-II and the post of JSA/SSA belongs to CSCS cadre.
 - (ii) The post of MTS belongs to Ministerial cadre.
7. These guidelines will be applicable only in case of PIB employees and request for transfer to other media units will not be entertained by the PIB (Hqrs.).

III. Powers delegated to Zonal Heads/Regional Heads of PIB

1. The officer not below the rank of Director General at the respective zone is authorized to order "**within Zone**" transfers of such employees under his/ her administrative control. In case no DG is in position then the proposal may be submitted to PIB (Hqrs) for approval of Pr. DG.
2. The officer not below the rank of Additional Director General (ADG) of the respective Region is authorized to order "**within Region**" transfers of such employees under his/ her administrative control.
3. In respect of "**outside Zone**" transfers, the mutual willingness of respective Zonal heads (Director General) is mandatory to make effect to such transfers. However, the detailed reasons and justification shall be submitted to the headquarter before any such transfer could be made effective. The "**outside Zone**" transfer will be done only with the prior approval of Pr. DG, PIB.
4. In respect of "**outside PIB**" transfers, the respective Zonal heads (Director General) is competent to forward the applications to other Media Units and other Central Govt. offices under intimation to PIB (Hqrs).

IV. Impact on seniority

The employee will not lose his/ her seniority upon "within zone" and "outside-zone" transfers. The seniority will be based on the rank and year of examination of Staff Selection Commission

V. Extraneous Influence (Political and outside) etc.

Employees shall not bring in any political or outside influence for his/her transfer/posting. If done so, it shall be presumed that the same has been brought in by the employee and such an employee can be barred for future transfer for next 10 years. The request of such an employee shall not be considered. Action may also be initiated against such an employee under relevant service rules. Outside influence shall include representations from even spouse and family members of employees. Any representation/ request regarding transfer not signed by the employee himself/ herself shall not be considered and shall be summarily rejected.

VI. Power for relaxation and interpretation of Guidelines

The Principal Director General, PIB (Hqrs) shall be the sole competent authority to interpret and relax above provisions and pass such other order(s) as deemed appropriate and essential to facilitate the implementation of the guidelines for the purpose of effective control and administration of the PIB as a whole.
