



## CENTRAL POLLUTION CONTROL BOARD

Parivesh Bhawan, East Arjun Nagar,  
Delhi – 110 032.

No. AD-25/4/2024-ADMIN-P

Date: 27.12.2024

### CIRCULAR

Sub: Implementation of "The Central Pollution Control Board (CPCB) Employees Transfer Policy 2024" – reg.

The CPCB in its 204<sup>th</sup> Board Meeting held on 18.09.2024 has approved "The Central Pollution Control Board (CPCB) Employees Transfer Policy 2024". Copy of the same is uploaded on the CPCB Website for information of all employees.

02. The said Transfer Policy shall come into force with immediate effect and supersedes earlier transfer / posting guidelines issued, if any. Also, CPCB has developed an online form for Transfer Option/Request on the existing portal for filing Annual Property Returns (<http://103.221.209.84:2004/lms/login/dashboard>). All the employees are requested to submit necessary information in the said online form by logging in to the said portal positively by 03/01/2025.

03. This issues with the approval of the Competent Authority, CPCB.

(Gopi P. Nair)  
Section Officer (P)

To

For information of all employees of CPCB.



## **CENTRAL POLLUTION CONTROL BOARD**

(Ministry of Environment, Forest & Climate Change, Govt. of India)

Parivesh Bhawan, East Arjun Nagar,

Delhi – 110032.

### **THE CENTRAL POLLUTION CONTROL BOARD (CPCB) EMPLOYEES TRANSFER POLICY, 2024**

#### **1. INTRODUCTION**

- 1.1 Whereas, the employees of the CPCB are appointed with the condition that they may be transferred and required to serve in any part of India and as per Rule 7(1) of The Water (Prevention and Control of Pollution) Rules, 1975, the Chairman, CPCB, shall have overall control over the day-to-day activities of Central Board. Further, in pursuance of Department of Personnel and Training (DoPT) Office Memorandum dated 02.07.2015 and the Central Vigilance Commission (CVC) circular No 03/09/03 dated 11.09.2013, CPCB has framed the The Central Pollution Control Board (CPCB) Employees Transfer Policy, 2024 for its employees to ensure the efficient discharge of entrusted functions amongst the project office, Regional Directorates along with its Headquarter (HQ) in Delhi.

#### **2. OBJECTIVE**

The basic premise of Transfer policy are to ensure fairness, objectivity & transparency in the placement of manpower within CPCB keeping in mind the requirement of the posts to be filled-up, its importance from the point of view of the functioning of CPCB while maintaining efficiency and effectiveness in the discharge of various roles and responsibilities of CPCB.

The objectives of the Transfer Policy shall include the following:

- 2.1 To place competent employees possessing domain expertise at places as deemed necessary to achieve the statutory functions of CPCB,
- 2.2 To augment human resources by providing wider exposure to all employees so that they gain experience in all statutory functions of CPCB including all facets of identifying / remedying and regulating pollution.
- 2.3 To provide equal opportunities to all employees to enhance their skill sets in diverse domains.
- 2.4 To address the necessity to utilize the expertise and experience of employees to ensure the statutory functions of CPCB are fulfilled.

With the aforementioned objectives, this Policy lays down principles on various aspects of transfers including: inter-division transfers, intra-division transfer, request for transfer by staff members, deferment of transfers and the co-location of spouses as outlined in this policy.

This policy shall apply to all employees of CPCB working on any post.

### **3. COMPETENT AUTHORITY**

In the light of above objectives and on the basis of employee's experience/ domain expertise and administrative convenience/ constraints/ necessity, the Competent Authority, shall transfer its employees for effective fulfilment of statutory functions of CPCB.

- 3.1 For this purpose, the Competent Authority for Group 'A' & 'B' employees is the Chairman, CPCB.
- 3.2 For this purpose, the Competent Authority for Group 'C' employees is the Member Secretary, CPCB.

### **4. TRANSFER OF EMPLOYEES**

- 4.1 All posts are divided into two categories, namely, Sensitive and Non-Sensitive, as identified by CVO in conformity and as per CVC guidelines of 1999 (as amended from time to time). All employees working on sensitive posts are required to be transferred after every three years. For this purpose, the "Sensitive Post" are those posts dealing in processing of bills and releasing of payment, public dealing, Recruitment, Procurement, Building maintenance & construction activities, issuance of NOCs/EPR registration, inspection of industries, laboratory recognition, sample collection & analysis, award of contracts, etc., as identified by the Chief Vigilance Officer, CPCB from time to time.
- 4.2 All Group 'A' employees working on non-sensitive posts are required to be transferred after every five years.
- 4.3 All Group 'B' employees working on non-sensitive posts are required to be transferred after every seven years.
- 4.4 For the transfer of Group 'C' employees, efforts should be made to accommodate them at the same station.
- 4.5 On completion of three years' continuous tenure at sensitive position, the employee can be transferred and posted at another position i.e. sensitive/non-sensitive position for a period of three/five years in accordance with Central Vigilance Commission (CVC) guidelines.

- 4.6 Posting of employee with Disability/employee who are caregivers of Disabled Dependents etc. shall be regulated as per Govt. of India policy on the matter as applicable from time to time
- 4.7 The employees due to retire within a period of two years may be considered for their preferential posting.
- 4.8 Posting of spouses shall be regulated as per the DoPT guidelines as applicable from time to time.
- 4.9 Any employee can be transferred to any place, as deemed necessary, on being promoted to higher rank / post irrespective of the tenure completed at present place of posting.
- 4.10 The period of Tenure shall be counted from the date of joining.
- 4.11 The period of posting / transfer can be extended/curtailed by the Competent Authority considering the administrative and functional requirement or manpower constraints of CPCB or for fulfilment of statutory functions of CPCB.

## **5. TRANSFER ORDER**

- 5.1 The transferred employee is required to report for duty at the new place of posting within 30 days from the date of issue of the transfer order or as directed by Competent Authority within a directed timeframe.
- 5.2 In case if the transferred employee fails to join at his/her new place of transfer, within 30 days or directed timeframe from the date of issue of the transfer order, he/she shall be deemed to have been relieved from duty and shall not be entitled to draw salary from their previous place of posting.
- 5.3 Any employee aggrieved with the Transfer Order may make a representation before the respective Competent Authority within 10 days from the date of receipt of Transfer Order which shall be addressed within 10 days and the decision of the respective Competent Authority shall be final.

## **6. CONSIDERATION FOR TRANSFER REQUESTS**

**The requests for transfer may be considered by the Competent Authority, CPCB in the following order of priority:**

- 6.1 Employees with disability / disabilities.
- 6.2 Employees who are due to retire within two years.
- 6.3 Employees whose spouse is employed in the station requested.
- 6.4 Employees who have put in longer continuous service at the posted stations.

**7.** Notwithstanding aforesaid provisions, CPCB reserves right to transfer any employee on account of administrative exigencies, at any stage of disciplinary proceedings or at any stage of inquiry.

**8.** The Board authorizes Chairman, CPCB to amend / modify the provisions laid down in this Policy from time to time. Decision of Chairman, CPCB will be final and binding on all concerned.

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