

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT: BRANCH II
(Delhi Secretariat, 5th Level, A-Wing, I.P.Estate, New Delhi)
(<http://services.delhi.gov.in>)

No.F.4/3/2024/S-II/ 911-921

Dated: 12/06/2025

C I R C U L A R

1. Attention is invited to the Services Department's circulars dated 27/07/2016 & 06/09/2017 (copy enclosed for ready reference) vide which this department had issued instructions for processing the request of Government Officials for transfer/posting/retention/cancellation of transfer orders of officers/officials belonging to GNCTDSS & Stenographer Cadres.

2. Despite aforesaid instructions, it has been observed that most of the representations/requests for transfer/posting/retention/cancellation of transfer orders are received in Services Department without following the instructions contained in above said circulars dated 27/07/2016 & 06/09/2017.

3. In view of above, it has been decided that following procedure shall be followed in future to deal with such representations/requests:

I. REQUESTS ON MEDICAL/DISTANCE GROUNDS:-

- (i) The representation/request for posting nearby his/her residence on medical grounds should be submitted by the Government official belonging to GNCTDSS and Stenographer Cadres only to the Administrative Secretary of the Department concerned through the proper channel.
- (ii) The Administrative Department shall examine the contents of the said representation/request on the basis of the records available in the Department viz. information/documents submitted by the official in support of the request, past leave record of the official, past medical reimbursement bills submitted by the official etc.
- (iii) If the Administrative Secretary of the Department concerned is not satisfied with the averments made by the official in his representation vis-a-vis available records, the representation may be filed by the Department and the official may be informed accordingly.
- (iv) If the Administrative Secretary of the Department concerned finds that the medical grounds mentioned by the official in his representation are genuine/satisfactory, the Administrative Secretary of the Department may explore the possibility of internal adjustment of the said employee in the branch offices of the Department concerned.

Contd.....

- (v) In case internal adjustment is not possible, the Administrative Secretary of the Department may forward the representation/request along-with certificate, as at Annexure-I, to the Services Department for further necessary action, within seven working days from the date of receipt of representation from official concerned.
- (vi) If any representation is received in the Services Department either directly from the official concerned or without the comments/recommendations of the Administrative Secretary of the Department concerned as per the certificate at Annexure-I, such representation will not be processed.
- (vii) Only the representations/requests forwarded along-with the certificate in Annexure-I will be examined further by the Services Department.
- (viii) The Services Department, wherever required, may refer the representation concerned to a Review Committee comprising of all Dy. Secretaries (Services) for examination of representation and to make further recommendations.
- (ix) Such a Committee shall meet on the first working day of every month in order to review the requests received during the previous month before the date of meeting and make recommendations after examining all the required documents and other relevant details.
- (x) The request of the Government official along with the recommendations of the committee will be placed before the Competent Authority of GNCTD and the decision of the Competent Authority will be communicated by the Services Department to the Department/employee concerned. If required, necessary orders will also be issued by the Services Department.

II. REQUESTS FOR CHANGE/CANCELLATION OF TRANSFER ORDERS:

- (i) Officer/official, who has been transferred and stand relieved by the Services Department must join the new place of posting with effect from 11th day of issue of transfer orders or next day of the date of stand relieving, whichever is mentioned in the transfer order.
- (ii) If he/she intends to make a representation against a transfer order, he/she can make the representation/request through their Administrative Secretary concerned, within three working days of issue of transfer order.
- (iii) The said request/representation shall be forwarded by the Administrative Secretary of the department concerned along with its comments/recommendations to Services Department, within 7 working days of issue of transfer orders.
- (iv) No request, in any case, without the approval of Administrative Secretary of the department concerned would be entertained in Services Department for change/cancellation of transfer orders.

Contd.....

- (v) If the officer/official fails to comply with the transfer order issued by the Services Department, disciplinary proceedings under CCS (CCA) Rules, 1965 shall be initiated against him/her by the Services Department, without any further reference.
- (vi) The officer/official should not independently visit the Services Department with his/her request during the period of his/her official duty, bypassing the proper channel (i.e. through the Administrative Secretary).

4. All the Departments/Organizations/Agencies of GNCTD may bring the contents of this circular to the notice of all officials concerned for information and compliance. Similarly, internal arrangements may be made by the Departments to deal with such requests on medical grounds from their own ex-cadre employees i.e. department employees, as far as possible.

5. This issues with the prior approval of Competent Authority.

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12.6.25
(Jitendra Kumar Arora)
Dy. Secretary (Services)

To,

All ACS/Pr. Secretaries/Secretaries/HODs, GNCT of Delhi, Delhi.

No. 4/3/2024/S-II/ 911-921

Date: 12/06/2025

Copy forwarded for information to: -

1. The Secretary to Hon'ble Lt. Governor, Delhi, Raj Niwas, Delhi.
2. Secretary to Chief Minister, Govt. of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi.
3. Secretaries to Ministers, GNCT of Delhi, Delhi Secretariat, I.P. Estate, Delhi.
4. Staff Officer to Chief Secretary, Govt. of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi.
5. PS to Pr. Secretary (Services), Services Department, GNCTD, Delhi Secretariat, I.P. Estate, New Delhi.
6. PS to Spl. Secretary, Services Department, GNCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi.
7. Dy. Secretary-I/II, Services Department, Govt. of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi.
8. All Section Officers, Services Department, GNCTD, Delhi Secretariat, I. P. Estate, New Delhi.
9. Section Officer (Co-ordination), Services Department, Govt. of NCT of Delhi, Delhi Secretariat, I. P. Estate, New Delhi with the direction to upload on the website of Services Department.
10. Guard File/Office Order register.

rel
12.6.25
(Jitendra Kumar Arora)
Dy. Secretary (Services)

Name of the Department,
Address
Phone& email

CERTIFICATE

It is certified that the representation datedof Sh./Smt./Ms.....;(designation) who has been working in this department since.....,regarding the request for posting nearby his/her residence on the ground that he/she/.....is suffering from, has been examined in this department.

2. On the basis of the examination of records available in this department viz. information/documents submitted by the official in support of his/her request, past leave record, past medical reimbursement bills submitted by the official etc., it is found that the contentions of the official/facts mentioned in the representation are genuine and deserve to be considered.

3. It is therefore, recommended that the request of the official may be considered sympathetically by the Services Department.

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Head of Department
Designation
Seal

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT (BRANCH-II)
(Delhi Secretariat, 5th Level : A-Wing, I.P. Estate, New Delhi)
(<http://services.delhigovt.nic.in>)

No. F.4/06/2017/T&P/S-II/ 3126-3134 Dated: 6th Sept., 2017

C I R C U L A R

Attention is invited to the Services Department circular of even number dated 27/07/2016 (copy at **Annexure-I**) vide which this Department has issued instructions for processing the request of the Government officials belonging to DASS and Stenographer Cadre for transfer/posting/retention/cancellation of transfer orders.

2. It has been noticed that most of the representations/requests for transfer/posting/retention/cancellation of transfer orders received in the Services Department are on medical grounds of the Government officials or their dependent family members.

3. The matter relating to processing the representations/requests for transfer/posting/retention/cancellation of transfer orders citing medical grounds, has been reviewed and the following procedure shall be followed in future to deal with such requests on medical grounds:-

- (i) The representation/request for posting nearby his/her residence on medical grounds should be submitted by the Government official belonging to DASS and Steno Cadres only to the HoD concerned through the proper channel, within five working days from the date of issue of transfer order.
- (ii) The Administrative Department shall examine the contents of the said representation/request on the basis of the records available in the Department viz. information/documents submitted by the official in support of the request, past leave record of the official, past medical reimbursement bills submitted by the official etc.


06/09/17

- (iii) If the HoD concerned is not satisfied with the averments made by the official in his representation *vis-a-vis* available records, the representation may be filed by the Department and the official may be informed, accordingly.
- (iv) If the HoD concerned finds that the medical grounds mentioned by the official in his representation are genuine/satisfactory, the HoD may explore the possibility of internal adjustment of the said employee in the branch offices of the Department concerned.
- (v) In case internal adjustment is not possible, the HoD may forward the representation/request along-with a certificate, as at **Annexure-II**, to the Services Department for further necessary action, within seven working days from the date of receipt of representation from official concerned.
- (vi) If any representation is received in the Services Department either directly from the official concerned or without the comments/recommendations of the HoD concerned as per the certificate at **Annexure-II**, such representation will not be processed further.
- (vii) Only the representation/requests forwarded along-with the certificate at **Annexure-II** will be examined further by the Services Department.
- (viii) The Services Department, wherever required, may refer the representation concerned to a Review Committee comprising of Joint/Dy. Secretary (Services) concerned and two Addl. Directors/Doctor experts to be nominated by Directorate of Health Services, for examination of representation and to make further recommendations.
- (ix) Such a Committee shall meet on the first working day of every month in order to review the requests received during the previous month before the meeting date and make recommendations after examining all the required documents and other relevant details.

[Signature]
06/09/17

(x) The request of the Government official along-with the recommendations of the committee will be placed before the Competent Authority of GNCTD and the decision of the Competent Authority will be communicated by the Services Department to the Department/employee concerned. If required, necessary orders will also be issued by the Services Department.

(xi) Stand relieving orders issued, if any, either by the Services Department or the Administrative Department, as the case may be, shall be complied by the employee concerned.

4. All the Departments/Organizations/Agencies of GNCTD may bring the contents of this circular to the notice of all officials concerned for information and compliance. Similarly, internal arrangements may be made by the Departments to deal with such requests on medical grounds from their own ex-cadre employees i.e. department employees.

5. This issues with the prior approval of the **Competent Authority**.


(D. KARTHIKEYAN)
DEPUTY SECRETARY (SERVICES)

No. F.4/06/2017/T&P/S-II/3126-3134

Dated: 6th Sept., 2017

Copy forwarded for information and further necessary action to:

1. Head of Department concerned, Govt. of NCT of Delhi, Delhi / New Delhi.
2. The Secretary to Hon'ble Lt. Governor, Delhi, Raj Niwas, Delhi.
3. The SO to Chief Secretary, GNCTD, 5th Level, Delhi Secretariat, I.P. Estate, New Delhi.
4. PS to Secretary, Services Department, Govt. of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi
5. PA to Special Secretary/Dy. Secretary-I/II/III, Services Department, Govt. of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi
6. All Superintendent of Services Department, Govt. of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi.
7. Superintendent (Co-ordination), Services Department, Govt. of NCT of Delhi, Delhi, with the request to upload this circular on the website of Services Department.
8. Guard file/Computer Assistant.


(D. KARTHIKEYAN)
DEPUTY SECRETARY (SERVICES)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT (BRANCH-II)
(Delhi Secretariat, 5th Level : A-Wing, I.P. Estate, New Delhi)
(<http://services.delhigovt.nic.in>)

No. F.4/2/2016/T&P/S-II/3216-3223

Dated: 27/07/2016

CIRCULAR

Services Department regularly receives requests for transfer / posting from the officers/officials belonging to DASS and Stenographer Cadre. On an average, receives 30-40 requests are received in a month. These requests are generally for transfer/posting/retention/cancellation of their transfer order from their present place of posting to some other department. It has also been noticed in some cases that the officials applies for cancellation/change in order even without complying the orders which is highly unacceptable.

Generally, the requests are submitted by the officers/officials personally by visiting the Secretariat. Besides, a number of officials visit Delhi Secretariat for enquiring about their transfers and approach different authorities with their queries. This obviously hampers working in this department as well as at the work place of the official.

It has also been noticed that some departments forward request for transfer/posting/retention/cancellation of orders at the last minute when the officer/official is to join the new assignment in pursuance of stand relieving order.

In view of the above, it has been decided that:-

1. Officer/official, if he/she intends to make a representation against a transfer order, can make the representation/request only after complying with the transfer orders, unless forwarded by the HOD.
2. The request shall be made by the official/officer to his/her administrative department concerned. The said request/representation shall be forwarded by the administrative department concerned along with its comments/recommendations.
3. The official/officer should not visit the Secretariat with his/her request during the period of his/her official duty.
4. Application on medical grounds should be accompanied by medical certificate from the Authorized Medical Attendant or Medical Superintendent of a Govt. of Hospital.
5. The request of the department concerned for retention/cancellation of transfer orders, of an officer/official who have been stand relieved would be considered only after compliance of stand relieving orders.
6. Attention is also invited to Rule 20 of CCS (Conduct) Rules, 1964 which stipulates that no Government servant shall bring or attempt to bring any outside influence to further his interest in respect of matters pertaining to his service under the Government, including transfer.

This issues with the prior approval of the Hon'ble Minister in Charge/ Deputy Chief Minister, Delhi.


(AMARNATH R TALWADE)
SPECIAL SECRETARY (SERVICES)

All HODs concerned, Govt. of NCT of Delhi, Delhi / New Delhi, with the request to bring the contents of this circular to the notice of all concerned.

No. F.4/2/2016/T&P/S-II/ 3216-3223

Dated: 27/07/2016

Copy forwarded for information and further necessary action to:

1. The Secretary to Hon'ble Deputy Chief Minister, Delhi, Govt. of NCT of Delhi, 6th Level, Delhi Secretariat, Delhi.
2. All Superintendent of Services Department, Govt. of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi.
3. ✓ Superintendent (Co-ordination); Services Department, Govt. of NCT of Delhi, Delhi, with the request to upload this circular on the website of Services Department.
4. Guard file/Computer Assistant.

[Handwritten signature]
26/7/16

(AMARNATH R TALWADE)
SPECIAL SECRETARY (SERVICES)