

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT (II)
A-WING, 5TH LEVEL, DELHI SECRETARIAT
NEW DELHI- 110002

F.3(1)/(9)/2019/S.II/976-86

Date: 23/09/2026

ORDER

Subject: Transfer/posting of officers/officials belonging to the Government of NCT of Delhi Subordinate Service (GNCTDSS/Steno Cadre) – rationalisation and centralised processing thereof – regarding.

1. The GNCTDSS/Steno Cadre is a unified service comprising different grades and posts deployed in various Departments/offices of the Government of NCT of Delhi. The Services Department is the Cadre Controlling Authority of the Service. The statutory framework also provides for posting of members of the Service against duty posts and transfer of members of the Service from one office to another.
2. In order to rationalize and adopt a uniform pattern in management of DSS/Steno Cadre, proper rational management of manpower, updation and maintenance of cadre record, rational distribution of available human resource among various department of GNCTD, following procedure is required to be followed invariably without fail.
3. All proposals for transfer/posting of GNCTDSS/Steno Cadre officers/officials from one Department to another Department, including transfer to or from any attached/subordinate office falling under a different administrative jurisdiction, shall be initiated, processed and ordered by Services Department only after approval of Competent Authority.
4. No Head of Department/attached or subordinate office of GNCTD shall, on its own, deploy either permanently or temporarily a GNCTDSS/Steno Cadre officer/official to another Department.
5. Wherever an Administrative Department/Head of Department considers that transfer/posting of a GNCTDSS/Steno Cadre officer/official is required due to administrative requirement, the Department shall forward a specific proposal to the Services Department indicating the name, designation and grade of the official; present and proposed Department/office; reasons for the proposal; availability of sanctioned duty post/vacancy; tenure at the present place of posting; and other relevant service particulars.

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6. The Services Department shall examine the proposal from the cadre-management and administrative perspective view point and place the matter before the Competent Authority for appropriate decision.
7. After approval by the Competent Authority, the formal transfer/posting order shall be issued by the Services Department only.
8. All Administrative Secretaries/Heads of Departments and Heads of attached/subordinate offices are requested to ensure strict compliance of these instructions and bring the same to the notice of all concerned.
9. This issues with the approval of the Competent Authority

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23.9.26
(Jitendra Kumar Arora)
Dy. Secretary (Services)

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Copy for information and necessary action to the:

1. The Secretary to Hon'ble Lieutenant Governor, Delhi.
2. Secretary to Hon'ble Chief Minister, Delhi.
3. Secretary to Speaker, Delhi Vidhan Sabha.
4. Secretaries to Hon'ble Ministers, GNCTD.
5. Staff Officer to Chief Secretary, GNCTD.
6. PS to Secretary (Services), GNCTD.
7. PA to Spl. Secretary (Services), GNCTD
8. All Additional Chief Secretaries/Principal Secretaries /Secretaries /HODs /Local Bodies/Public Undertaking, Delhi, GNCTD.
9. All branches of Services Department.
10. Section Officer (Coordination), Services Department – with a request to upload the Circular on the website of the Services Department.
11. Guard File.

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23.9.26
(Jitendra Kumar Arora)
Dy. Secretary (Services)