

## NATIONAL ARCHIVES OF INDIA

Subject: Guidelines for posting and transfer of the employees for the National Archives of India.

(Guidelines on the subject issued by the Anthropological Survey of India, Department of Culture, Government of India, have been consulted for formulating these guidelines.)

1. All new recruits shall ordinarily start their terms at offices outside New Delhi.
2. Transfer from Regional Office / Record Centres shall be effected only after substitute have been provided and posted to ensure smooth functioning of these offices.
3. Officers shall ordinarily be liable for transfer on completion of 5 years at an office. If there is no officer available for transfer on promotion / direct recruitment, the junior-most in the cadre in the National Archives of India, New Delhi, will replace an incumbent who completes 5 years service (local) in Regional Office / Record Centres. In outside cases such a transfer may be effected in 3 years at the office concerned.
4. All the officers of National Archives of India are liable to be transferred from one Regional Office / Record Centre to another or to the Headquarters and vice-versa after 5 years at a particular place. All the officers should serve at least one term outside the Head Office during service career and in such cases the criteria would be to transfer officer who has put longer period of service in Head Office. However, the officer who has completed 55 years of age shall not be considered for transfer from any place of posting.
5. An officer who has been offered and has accepted the posting on promotion outside his working place must join his / her duties where the post is available.
6. Husband and wife working at the same station shall ordinarily be posted at the same station, keeping in view the guidelines issued by the Department of Personnel and Training in this regard.
7. In case any vacancy is available in Regional Office / Record Centre and an official is making request for transfer to that office, his / her case may be considered sympathetically as transfer on request.
8. Notwithstanding anything contained in Clauses 1-7 above, the Head of the Department in his discretion may transfer at any time any officer in public interest or on compassionate grounds.

*N.B. : The word 'officer' in the above clauses 1-8 include both Gazetted and Non-Gazetted concerned officer of Group 'A', 'B' and 'C'.*

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