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Government of India  
Ministry of Health and Family Welfare  
(CHS Division)

Nirman Bhawan, New Delhi - 110011  
Dated the 10<sup>th</sup> December, 2021

**Office Memorandum**

**Subject: Guidelines for transfer/posting of Central Health Services (CHS) doctors-reg.**

These guidelines are in harmony with the provisions of the Central Health Service (CHS) Rules 2014 and will be in supersession of all previous order/OM on the said subject. In the event of any conflict, CHS Rules 2014 and amendments therein from time to time will prevail over these guidelines.

A medical officer belonging to the Central Health Services can be transferred anywhere as per these guidelines. In order to ensure administrative accountability, in case of officers who are posted to Central Government Health Services, the CGHS transfer policy as amended from time to time will be applicable as long as they are in CGHS units.

**1. Principles:**

- 1.1 Maintain equitable distribution of Medical Officers across units to ensure optimal functioning.
- 1.2 For a satisfying career progression and varied exposure, it is desirable that officers are suitably rotated among various assignments and locations, wherever applicable. Accordingly, all Medical Officers can be transferred anywhere within the country.
- 1.3 Organizational interest shall be given highest consideration during the transfer and posting exercise. Transfer to a particular unit cannot be claimed as a matter of right.
- 1.4 Seniority, performance and integrity will be the broad parameters for posting of Medical Officers to senior administrative posts.

**2. Definitions**

- 2.1. **Unit:** As notified by CHS Rules 2014 from time to time. (Refer Schedule II of CHS Rules, 2014)
- 2.2. **Persons with disability:** As defined under the Rights of Persons with Disabilities Act, 2016
- 2.3. **Serious medical ailments:** As listed in Annexure I.

Notwithstanding anything that follows, the Competent Authority reserves the right to effect any transfer at any time in administrative exigency and public interest.

**3. Central Health Service Cadres**

There are four sub cadres in CHS:

- i. General Duty Medical Officer (GDMO).
- ii. Teaching.

- iii. Non -Teaching.
- iv. Public Health.

The details of posts are as given in CHS Rules 2014 as amended from time to time.

**4. Principles of Transfer:**

- a) Tenure based
- b) Request based

**(a) Tenure based**

- i. The transfer/posting shall be considered with an objective of rotational postings in different units. Normally, 10 percent of the doctors in a unit would be shifted to another unit as a part of rotation exercise **on annual basis.**
- ii. Rotational transfer of employees working in sensitive posts is essential pursuant to the instructions issued by the Central Vigilance Commission letter no. 004/VGL/090 dated 11.09.2013. The maximum tenure of a medical officer will be 3 years in case he/she is holding sensitive posts as given in **Annexure II.** The medical officer will be shifted to a non-sensitive post on completion of her/his tenure as far as possible. **In case of deviation proper justification for retaining on a sensitive post beyond 3 years shall be placed before the Transfer Committee.**
- iii. **All annual transfer orders shall be normally be issued by 31<sup>st</sup> March, and in any case, not later than 30<sup>th</sup> April of the year.**

**(b) Request based:**

- i. Transfer requests of medical officers will be decided upon on the basis of vacancy position at the requested unit and the transferee unit.
- ii. The applicant officer will give a choice of 3 units/offices in the order of preference.

**5. A Transfer Committee shall recommend transfers for Central Health Service officers.**

The Transfer committee will have the following composition: -

- i. Director General of Health Services : Chairman
- ii. AS&DG (CGHS) or his representative : Member
- iii. Joint Secretary (CHS) : Member
- iv. Deputy Secretary/Director (CHS) : Member-Secretary

The Transfer Committee is recommendatory in nature. The final decision rests with the Competent Authority.

**6. General principles to be followed by Transfer Committee while giving recommendations to competent authority**

- i. Transfers of CHS doctors will be done annually by the Transfer Committee.
- ii. If transfer is necessitated in between due to any emergency / **administrative exigency**, the same can also be considered by the competent authority without necessarily routing through the Transfer Committee.
- iii. If posts are vacant for a long period of time, then doctors may be posted there on priority. Similar principle applies in the case of excess manpower.

- iv. As far as possible, doctors returning from deputation/long leave/study leave of more than one year duration may not necessarily be posted to the same place as earlier.
- v. While recommending transfer/posting cases on own request basis, the Committee will keep in view the vacancy position along with following order of priority to consider the transfer request in cases, wherein more than one application for one particular vacancy is received:
  - a. **Spouse ground: As far as possible post both the husband and wife at the same station as per DOPT guidelines (for spouse working in Central Government/State Government/Public Sector Undertakings on permanent basis) provided it is not the same unit.**
  - b. If the medical doctor is a person with disability
  - c. If the Spouse/Children of the medical doctors are persons with disability.
  - d. Serious medical ailment of the medical officer as listed in **Annexure I.**
  - e. Serious medical ailment of the spouse /children of medical officer as listed in **Annexure I.**
  - f. **Children Education: Requests for retention at a particular station up to the end of the particular academic year on the ground that his / her child is studying in Class-X or Class-XII**

#### 7. Procedure for requests

- i. All applications should be forwarded in attached proforma through proper channel with recommendation of the Head of the Reporting Unit.
- ii. The reporting unit should forward the transfer request of the applicant doctor to the CHS division within 10 days of receipt.
- iii. All requests received till cut-off date will be compiled and placed before the Transfer Committee which will be convened **annually.**
- iv. The recommendations of the Transfer Committee will be placed before the competent authority on the next working day subsequent to the meeting of the Transfer Committee.

#### 8. Deputation

As per CHS Rules 2014 upto 100 CHS posts can be filled up on deputation. In case of doctors on deputation to CHS, they would be offered posting to the station/unit for which vacancy has been advertised. Thereafter, request for change of unit, **can be considered in public interest/administrative exigency** with the approval of the competent authority.

CHS doctors who have been on deputation will have to undergo a mandatory cooling off of 2 years before proceeding on any further deputation.

#### 9. Other Issues:

- i. Medical officers shall not bring in any outside influence regarding their transfer and postings: If such influence from extraneous source in favour of a Medical Officer is received, it will be presumed that the same has been brought in cautiously and knowingly by the Medical Officers **and will be viewed adversely and he will be liable for disciplinary action.**
- ii. It is incumbent on the Head of office of the CHS Unit to relieve the Medical Officer within 7 working days of issue of the transfer orders and submit the compliance