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भारत सरकार/ Government of India  
सांख्यिकी एवं कार्यक्रम कार्यान्वयन मंत्रालय  
Ministry of Statistics & Programme Implementation  
भा०सां०से०प्रभाग / ISS Division  
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खुशीद लाल भवन,  
जनपथ, नई दिल्ली-110001  
दिनांक: 02.06.2022

**OFFICE MEMORANDUM**

**Subject: Transfer and Placement Policy for officers of the Indian Statistical Service (ISS)-reg.**

The undersigned is directed to convey that Competent Authority has approved a new Transfer and Placement Policy for officers of the Indian Statistical Service (ISS) (enclosed as Annexure).

2. The above said policy will come into effect from the date of issue this OM and will be in supersession of all earlier Orders/ OMs issued in this regard.
3. This issues with the approval of Competent Authority.

  
**(Arvind Kumar)**  
**Deputy Director (ISS)**  
**Email: iss@nic.in**

To:

1. All ISS officers through Ministry's website.
2. Assistant Director (DIID), NSO, MoSPI with a request of placing it in Ministry's website.

Copy to:

1. PS to Hon'ble MOS (I/C) for Statistics & PI.
2. Sr. PPS to Secretary, M/o Statistics & P.I.
3. PPS to DG (Stats)/ DG (C&A)/ DG(NSS), M/o Statistics & P.I.
4. PPS to Joint Secretary (Admn.), M/o Statistics & P.I.

**ANNEXURE**

**Transfer & Placement Policy for officers of the Indian Statistical Service  
(ISS)**

**1. Introduction**

1.1 The Ministry of Statistics and Programme Implementation (MoSPI) is the Cadre Controlling Authority (CCA) for Indian Statistical Service (ISS) Cadre. Presently, the ISS Officers are spread over more than 40 Ministries / Departments / Organizations of the Government of India. Strategic Human Resource Management of ISS Cadre in a planned and transparent manner is one of the prime objectives of the Ministry.

1.2 The Transfer and Placement Policy (TPP) for Indian Statistical Service (ISS) officers have been formulated in pursuance of Section-10 of the Indian Statistical Service (ISS) Rules, 2016. The policy is in accordance with overarching guidelines of Department of Personnel and Training (DoPT) and Department of Expenditure (DoE) prescribed from time to time.

1.3 The policy is aimed at systematic career development of ISS officers to enable them to realize their growth potential and to contribute towards the achievement of the organizational Goals, Objectives, Mission and Vision.

1.4 This Policy shall be applicable for all ISS Officers upto the level of Higher Administrative Grade (HAG).

1.5 ISS being a service with all-India transfer liability, the ISS officers can be transferred to any station as per the administrative and functional requirement.

1.6 These Guidelines shall come into effect from the date of its issue and will supersede all other Policy/ instructions/ guidelines and OMs issued on this matter by this Ministry.

**2. The Transfer & Placement Committees (TPCs)**

2.1 There shall be two Transfer and Placement Committees (TPCs) for ISS officers i) up to Junior Administrative Grade (JAG)/ Non-Functional Selection Grade (NFSG) level and ii) for ISS officers of the level Senior Administrative Grade (SAG) and above.

2.2 The composition of TPC for ISS officers at the level SAG and HAG will be as under:

|       |   |                        |
|-------|---|------------------------|
| (i)   | Secretary, MoSPI  | Chairperson            |
| (ii)  | DG (NSS)  | Member                 |
| (iii) | DG level ISS Officer of MoSPI (one out of remaining DG level officers of MoSPI) | Member                 |
| (iv)  | Joint Secretary/ Equivalent officer supervising ISS Cadre                       | Non-Member<br>Convenor |

2.3 The composition of TPC for ISS officers at the level JAG/ NFSG and below will be as under:

|       |  |                        |
|-------|--|------------------------|
| (i)   | DG level ISS Officer of MoSPI<br>(To be nominated by Secretary, MoSPI) | Chairperson            |
| (ii)  | ADG (FOD), MoSPI   | Member                 |
| (iii) | Joint Secretary/ Equivalent officer supervising ISS Cadre              | Member                 |
| (iv)  | Joint Director/ Director (ISS Cadre)                                   | Non-Member<br>Convenor |

2.4 The authority competent to approve transfer/ placement of ISS Officers is as below:

| SN | Level of ISS Officer | Competent Authority to approve transfer/ placement |
|----|----------------------|--|
| 1  | SAG and above        | Hon'ble Minister for Statistics & P.I.             |
| 2. | JAG/ NFSG and below  | Secretary, MoSPI                                   |

**3. Functions of TPCs**

3.1 The TPCs under this policy shall have following functions:

(i) to make recommendations for appointments to posts of various grades in the Indian Statistical Service based on functional requirements of the Ministry and choices for posting of the officer, if any, respectively.

(ii) to consider and make recommendation on the representation of an ISS officer requesting for premature transfer i.e. before completion of his / her stipulated minimum tenure of posting as indicated in Para 4.1 of this policy guidelines.

#### **4. Tenure of ISS Officers**

4.1 The minimum tenure of service for officers of various grades to different posts in the Indian Statistical Service will be ordinarily be as under:

| <b>SN</b> | <b>Level of ISS Officer</b>       | <b>Minimum Tenure</b> |
|-----------|-----------------------------------|-----------------------|
| (i)       | Higher Administrative Grade (HAG) | 01 Years              |
| (ii)      | Senior Administrative Grade (SAG) | 02 Years              |
| (iii)     | JAG/NFSG and below                | 03 Years              |

4.2 An officer is liable to be transferred prior to completion of tenure, which may be due to reasons of promotion, administrative expediency and exigency of work.

4.3 The maximum tenure of an officer of the Indian Statistical Service shall be five years for a post which can be extended on administrative/ functional grounds.

#### **5. Relieving of ISS Officers on transfer**

The Ministry of Statistics & Programme Implementation (MoSPI) being the Cadre Controlling Authority (CCA) of ISS, shall be the Competent Authority to transfer ISS officers of any Grade and it shall be the duty of the concerned Ministry/ Department/ organization to relieve the officer concerned within 45 days of the transfer order failing which the Cadre Controlling Authority (CCA) will issue the order for

relieve of the officer which will be binding on the participating Ministry.

**6. Relaxation**

Notwithstanding anything contained in this policy, with justifications/reasons to be recorded in writing, the Competent Authority may approve relaxation to any provision(s) of this policy.