

A FRAMEWORK OF TRANSPARENCY AUDIT
DIRECTOR GENERAL OF SHIPPING <https://dgma.gov.in/>
ORGANISATION AND FUNCTIONS

Date last updated (13.05.2026)

1.13	Transfer policy and transfer orders [F.No. 1/6/2011-IR dt 15.4.2013	<u>Directorate General of Shipping, Ministry of Shipping, Govt. of India, 9th Floor, Beta Building, I-Think Techno Campus, Kanjur Marg (East), Mumbai-400 042</u> <u>Transfer/Placement/Posting policy Guidelines for officers of the DGS & its MMDs.</u> 1. <u>Rationale :</u> . The paradigm of transfer and placement of officials in a fair, objective and structured manner is a very important means of ensuring efficiency and transparency in administration. Rotating officers amongst various charges/ postings, periodically, albeit on a calibrated mode, also fosters administrative capacity building. . It promotes a culture of wider exposure to, experience gathering and expertise development of the officers. In effect, it enables a perspective human resource development [HRD] & career management profiling. 2. <u>Background:</u>
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		<p>2.1 The Directorate General of Shipping [DGS], Ministry of Shipping, Govt. of India, is organized into a head-quarters office and 05 District level Mercantile Marine Departments [MMDs], as well as 09 other smaller MMDs [administratively subsumed within the fold of the 05 District MMDs]. Apart from that, there are 09 other field offices, such as [three each];</p> <p>2.1.1 Govt. Shipping Offices.</p> <p>2.1.2 Seaman's' Employment Offices &</p> <p>2.1.3 Regional Offices (Sails).</p> <p>All these are under the administrative control of the Director General of Shipping.</p> <p>2.2 The DGS performs several statutory, as well as executive functions. It is, therefore, desirable that broad guidelines for the placement, transfer and rotation of its officials, at various levels, in different formations, are formulated & made applicable, Pan-India, uniformly, to ensure an effective, merit-based & norm-driven administration.</p>
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		<p>3. <u>Proposed guidelines :</u></p> <p>3.1 <u>Aims & objects of the Policy :</u></p> <p>3.1.1 The aim of the proposed transfer, placement & posting policy guidelines is to provide standard norms, transparency, objectivity, perception of fair-play and clarity in transfers & postings. Further, due care has been taken to ensure that the proposed guidelines promote integrity, efficiency, improved performance / service delivery and at the same time provide necessary flexibility to the senior management in running an effective & result oriented administration.</p> <p>3.1.2 The Principal Officers, District Mercantile Marine Departments [05], are required to put in place transfers & postings policies in respect of the officials under their own charge, in their respective formations, within the letter & spirit of the framework of these guidelines, under a formal & immediate intimation thereof to the DGS.</p> <p>3.1.3 <i>The transfer policy would apply only to the regular in-house officers and would exclude, consequently,</i></p>
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the officers who are on second deputation to this outlet, for duly approved tenures that are location specific.

3.2. Periodicity:

3.2.1 General transfers in respect of Group-A officers may be done in the following schedule, contextual to such positions thereof which are identifiably relocatable in the DGS hdqrs. & MMDs;

Sr. No.	Station	No. of years of tenure in the given station, at one time
(1)	(2)	(3)
1.	DGS hdqrs. and MMD, Mumbai	8 years [consisting of separate spells of posting at the DGS hdqrs. & MMD, Mumbai, inter-se, within the said overall 8 years, by way of rotation]
2.	Chennai, Kolkata & Examination Centre, NOIDA (NCR-Delhi).	4 Years
3.	All other stations [barring sr. nos. 1,2 & 4 of this table]	3 Years
4.	Port Blair*	2 years (considered as a hard station)

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	<p><u>Note :</u></p> <p>1.* An officer completing a full tenure of 2 years at Port Blair would be considered for the next posting of his choice, as far as may be possible.</p> <p>3.2.2 Non-Group - A officials, manning sensitive positions may be rotated every 03 years and those manning non- sensitive posts may be rotated every 04 years, within the same station.</p> <p>3.3 <u>Identification of sensitive posts:</u></p> <p>3.3.1 Any position which involves regular interactions with clients / public/ stakeholders/ staff and / or collection of revenue or where discretionary power vested by statute or executive order is exercisable, would be deemed to be a sensitive posting. In view of this, all the Technical Branches of this Directorate General (which deals with Survey Certification, Inspection/Dispensation & Examination work) along with Shipping Development [SD] Branch, Multimodal Transport Operators [MTO] Branch, Training Branch, MSL Branch, are identified as sensitive Branches of this Directorate General, for this purpose. Further following branches are considered as non-sensitive Crew Branch, Administration Branch, Personnel Branch,</p>
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		<p>Vigilance Branch and Coastal Shipping Branch</p> <p>3.3.2 Similarly, postings of Group-A technical officers in field formations are also identified as sensitive, as they involve examination, survey, inspection, certification and investigation work, bearing underlying discretionary powers.</p> <p>3.3.3 In the foregoing cases, the Group-A officers concerned may be rotated every 3 years, inter-se, within such sensitive Branches of the DGS headquarters</p> <p>3.3.4 Principal Officers [P.O] & Surveyors-in-Charge [S.I.C.], MMDs are required to identify similar sensitive positions in respect of the non-Group-A officials posted within their respective charges.</p> <p>3.3.5 Postings of officers/officials [non-Group – A] within a MMD should be done by the jurisdictional PO/S.I.C in respect of their formations, in the light of these transfer guidelines.</p> <p>3.3.6 They shall keep the DGS duly informed thereto, in writing, immediately thereafter.</p> <p>3.4 <u>Deviation:</u></p>
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		<p>3.4.1. Ordinarily there shall be no deflection from these guidelines.</p> <p>3.4.2 A P.O./S.I.C, MMD, shall take the prior & formal approval of the DGS in the case of any proposed deviation from this policy or any other direction prescribed by the DGS, in this regard, with cogent & justifiable administrative reasons to be recorded in writing.</p> <p>3.5 <u>Rotation between sensitive and non-sensitive postings:</u></p> <p>3.5.1 There shall be a rotation based adherence to the tenure of postings in the case of all posts; sensitive, as well as non-sensitive, to ensure an all-round exposure to and efficiency promotion. However, in case where an adequate numbers of officials are not available due to administrative/ vigilance reason(s) and / or due to the ground reality of most field or hdqrs. positions being sensitive in orientation, for posting to sensitive charges, officials may be</p> <p>rotated from one sensitive charge to another sensitive one, inclusive of in different stations.</p> <p>3.5.2 As far as is feasible, an officer in the subsequent cycle of postings may not be considered to be</p>
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		<p>posted in the same sensitive charge as an earlier one.</p> <p>3.5.3 Normally, save to the extent of para 3.5.1. above, there may be a gap of a minimum of 02 years, inter-se, as between one sensitive posting & another.</p> <p>3.5.4 On reversion from a sensitive posting, as far as is possible, an officer may be posted to a non-sensitive charge for a minimum period of 02 years.</p> <p>3.5.5 Posting to a sensitive charge may, normally, not exceed 03 years in each assignment as per CVC guidelines in place.</p> <p>4. <u>General norms :</u></p> <p>4.1 General transfers ought to be effected by the end of April, annually. Officers in the zone of consideration of transfer in the subsequent year would have to submit [3] choices for postings, coupled with cogent reasons for the same, in order of preference, formally, by December end of the previous year.</p> <p>4.2 Effort would be made to position officers and their working spouses at the same station or as</p>
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		<p>proximate a station, as far as is administratively possible. Towards this end, the officers concerned will have to formally make due submissions.</p> <p>4.3 Medical conditions effecting officers and their dependents, as is forthcoming from official record, would be given an adequate consideration while effecting transfers.</p> <p>4.4 Educational grounds of the dependents of officers would be duly factored while making transfers.</p> <p>4.5 Officers/officials retiring superannuation within the next two years will also be given due consideration while effecting transfers.</p> <p>4.6 First posting on an appointment/promotion, may, as far as is administratively possible, to be a non-sensitive charge.</p> <p>4.7 A number of officers manning the administrative branches in the hdqrs. of the DGS, at the level of DDG & ADG, are on deputation and hence, in order to ensure an organizational memory and institutional continuity, as far as is feasible, at-least one regular officer shall be posted, either at the level of Executive Officer/Assistant Director General/Deputy Director General in the branches performing core/ substantive functions of the DGS. Further the officers on deputation are to be posted in DG(s) headquarters only.</p>
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		<p>4.8 Stability of tenure, as reflected above, shall be respected under all circumstances.</p> <p>4.9 Transfers involving change of station shall, as far as is feasible be effected at the end of an academic year.</p> <p><i>4.10 The officer/official who is within two years of his superannuation retirement will be considered to be posted to a place of his or her choice or as close as is possible thereto his choice, subject to administrative service exigencies.</i></p> <p><i>4.11 An aggrieved officer may request against his transfer order through proper channel, to the competent authority i.e., the officer who has approved the given transfer and may, if required, prefer an appeal there against to the next higher authority, as per the provisions of the CCS[Conduct] Rules in force.</i></p> <p>4.12 The DGS reserve the right to effect any transfer, at any given point of time, on administrative ground(s) or otherwise, to be recorded in writing, irrespective of any guidelines contained in this policy.</p> <p style="text-align: center;">Transfer Orders are available on https://dgma.gov.in/personnel-branch/personnel-dgs-dgs-office-orders</p>
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