

Personnel Directorate
Force Hqrs SSB

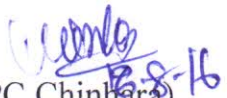
No. 1/48/SSB/TRFR/Pers-V/Org/2016(35)/ 11739 Dated: 16th August, 2016

Intra Office Note

Subject: - Revised Transfer Guidelines for the SSB personnel

FHQ SOP No. 1/48/SSB/TRFR/Pers-V/Org/2016(35)/9820-10004 dated 10th August, 2016 on the above subject is sent herewith with the request to upload the same on SSB website please.

Encl: - As above.


(PC Chinara)
Assistant Director (Pers-V)

The Assistant Director (CC), FHQ SSB.

Dfoccy-MM

Computer Cipher Branch	
Dy. No. & Date	2455 17/08/16
Deputy Director (CC)	
Commandant (Comm)	
Assistant Director (CC)	
S.F.O. (CC)	
Asstt. Comdt (WAN & S)	
Drafting Assistant	

STANDARD OPERATING PROCEDURE

Subject: Revised Transfer Guidelines for the SSB personnel

In supersession of the SOP on Transfer Guidelines published vide FHQ No.1/48/SSB/TRFR/Pers-V/Org/2014 (35)/12382-567 dated the 25th Nov' 2014 and subsequent instructions/addendum issued on the subject and Sl. No. 20 (Transfer/Posting) of administrative powers issued vide FHQ OM No. 1/39/SSB/Pers-V/Org/2012/9527-9687 dated 22/10/2013, the revised guidelines for the transfer of SSB personnel will be as under:


2. Application:-

These transfer guidelines shall apply to all SSB personnel, both Combatized as well as Non-Combatized. There shall, however, be separate policy guidelines for sports personnel (Appendix-A), members of the band (Appendix-B), and trainers (Appendix-C).

3. Definitions: -Terms and expressions used in this order are defined as under:-

- i) **Competent Authority** – means the authority empowered to order transfers.
- ii) **Personnel** – means all employees of SSB, both gazetted and non-gazetted.
- iii) **Duty Battalion** – means any Battalion deployed on active duty on the Indo-Nepal and Indo-Bhutan borders or IS/ANO duties, or CI Ops.
- iv) **Duty Area** - means the area where the Battalion is deployed.
- v) **Field Service** - means service rendered in any duty Bn or in a duty area.
- vi) **Tenure** – means the period of continuous posting in a particular formation/Frontier. Periods spent on temporary duties/attachment at individuals' preferred locations, and leave(longer than 60 days) will be deducted from the tenure.
- vii) **Cut off date for counting of tenure** - The calculation of tenure would be from the date of joining a station.
- viii) **Family** - means spouse, dependent children and parents of the member of the Force.

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8/8/16

- ix) **National Capital Region (NCR)** - includes all offices of SSB; all offices of other organisations (for those who are on deputation) located in Delhi and NCR regions. For the purpose of posting, the National Capital Region will be treated as one station.
- x) **Cooling off period** - means period of three years in a duty Battalion/Area before considering second tenure in a static formation. However, this condition may be relaxed to 02 years in case the Force personnel concerned serves those 02 years in any Bn deployed in ANO/IS duties and CI Ops. The cooling off period for considering a second tenure in the same unit/formation will, however, be 08 years.
- xi) **Static Formation** - means the institution/establishment/unit, which is static and declared as static. These include-
- a) Force Hqrs.
 - b) Frontier Hqrs.
 - c) Sector Hqrs.
 - d) Training Centres.
 - e) Composite Hospitals.
 - f) Establishment of other borrowing Departments on deputation basis.
 - g) CSD&W Bhopal & CSD&W Salonibari.
 - h) Any other establishments/formations declared as such from time to time.
- xii) **Categorization of location:** - For the purpose of transfer, the Battalions and formations will be categorised by Ops Dte. from time to time as required.

4. **Compulsory Field Service:-**

- a) All GD personnel on first appointment in the Force shall after completion of basic training render 5 years regular posting in a duty Battalion before being considered for static formation duty. (This is over and above the time spent in BRTC in TCs and ATCs for SOs and Ors; and SSB Academy for officers.).
- b) These GD recruits, i.e. Assistant Commandants, Sub-Inspectors and Constables (GD) immediately after passing out from Training Centers, shall be posted to Duty Battalions in the field for a period of 05 years.

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The Assistant Commandants shall be posted as Coy Commanders and the SIs as Platoon level BOP Commanders as far as possible.

5. Tenure:-

a) The normal tenure of posting in the areas classified by Ops Dte. will be as follows:

- i. ANO/IS/CI Ops - 2 years
- ii. High Altitude Areas - 2 years
- iii. Hard Areas - 2 years
- iv. Normal Areas - 3 years

b) Besides the above classification, the tenure for:

- i. Static formation - 3 years
- ii. Frontier - 6 years (Two normal tenures of three years each in field formations OR one normal tenure of three years in field formation and one static tenure of three years)

OR

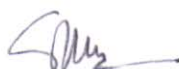
5 years (One field/static formation tenure of three years and one hard/high altitude/ANO/IS/CI Ops duties of two years).

However, NCR tenure for ORs will be of 5 years and for ASI or equivalent rank and above, the tenure will be 03 years.

6. Exceptions to Tenure Rule:-

- a) Those who are willing to continue in a High Altitude/ANO/IS/CI Ops duty Bn may be allowed to continue for two terms of one year each subject to their performance being excellent upon specific recommendation of the Unit head.
- b) In the case of one-to-one transfer, the personnel posted to FHQ will have to report one month prior to release of his substitute, in order to make him acquainted with the task he has to perform.
- c) SOs and ORs retiring within 02 years on superannuation would be posted to their choice Frontier, as far as possible. In case of GOs who are promoted from the rank (NGO), terminal posting to choice frontier may be given subject to availability of vacancies.

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