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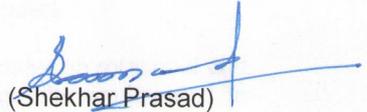
F. No. 3598/DGAQA/Adm-I  
भारत सरकार  
Govt. of India  
वैमानिक गुणता आश्वासन महानिदेशालय  
Directorate General of  
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3) Oct 2016

All Field Establishments/Units of DGAQA

**POLICY ON DEPLOYMENT OF GROUP 'A' AND GROUP 'B' OFFICERS  
IN DGAQA ORGANISATION**

The policy on deployment of Group 'A' and Group 'B' officers in DGAQA organisation issued vide MOD I.D. No.60011/DGAQA/14/2016 D(HAL-III) dated 31.10.2016 is being uploaded on the DGAQA website [www.dgaeroqa.gov.in](http://www.dgaeroqa.gov.in) for information of all concerned.

  
(Shekhar Prasad)  
Director(HR)

Copy to :-

All DDGs  
ADG, SSQAG, Hyderabad  
PD, MSQAA, Hyderabad  
CO, AQAW(A), Khamaria

Internal :-

PPS to DG  
PS to ADG(HQ)  
IT Group – for uploading on DGAQA website.

Government of India  
Ministry of Defence  
Department of Defence Production

Subject : Policy on deployment of Group 'A' and Group 'B' officers in DGAQA organisation.

The Competent Authority has approved the following policy on deployment of Group 'A' and Group 'B' officers in Directorate General of Aeronautical Quality Assurance (DGAQA) organisation :

1. Authority for Transfer. The matters regarding posting/transfer of DGAQA officers shall be submitted to the following authorities for disposal :-

(i) For posting/transfer of DAQAS officers. HQrs DGAQA will submit proposal to D(HAL) for obtaining approval of the authority empowered to approve posting/transfer as per Allocation of Work in Ministry of Defence.

(ii) For posting/transfer of Group 'B' Officers/Staff. All cases of posting/transfer of Group 'B' Officers/Staff shall be submitted to the Director General, AQA, being the Appointing Authority for these posts.

2. Committee on Posting/Transfer. In case of posting/transfer on rotational and promotion basis, the proposal shall be submitted to the authority empowered to approve posting/transfer, along with recommendations of the Committee constituted for this purpose. These Committees will be recommendatory and final decision will rest with the authority empowered to approve posting/transfer. The following Committees will consider the posting/transfers of officers of DGAQA.

(i) Committee to consider posting/transfer of DAQAS officers :

Dir Gen, AQA	-	Chairman
ADG(HQ)	-	Member
Director(HR)	-	Member Secy

(ii) Committee to consider posting/transfer of other officers :

ADG(HQ)	-	Chairman
Seniormost DAQAS officer of Director level posted at HQrs	-	Member
Director(HR)	-	Member Secy

In addition to the above members of Committee, the Director General, AQA at his discretion, may include any other officer serving in DGAQA as a co-opted Member of the Committee.

## 3. Tenure in a Station :-

(a) **Normal Stations** (other than hard stations, including Headquarters) :-

Grade	Minimum	Maximum
Director General	--	
Dy Dir General	03 years	
All DAQAS officers	05 years	07 years
Group 'B' Scientific and Technical officers/staff (JSO, Foreman, Senior Scientific Assistant, Scientific Assistant and Chargeman)	05 years	07 years

(b) **Hard Stations** (i.e. Koraput, Chanda, and Itarsi) :-

Grade	Tenure
All DAQAS officers and above Group 'B' Scientific and Technical officers/staff	03 years

4. **Sensitive Posting.** Notwithstanding the tenure mentioned above, the posting of an officer at any sensitive post, so declared by the Head of Department, will be 3 years. After completion of the tenure of sensitive posting, concerned officer may be allowed to complete the normal tenure prescribed for the station, if another post in the same grade is available at that station. In case of non-availability of a post in the same grade, such officer will be posted out of the station as per the RTP.

5. Provided further that the total cumulative tenure at a station in respect of officers of DAQAS upto the level of Director shall not exceed 12 years.

6. **Definition of Station and Station Tenure.** The list of stations where DGAQA Field Estts/Units are located is at **Annexure**. The station tenure as per Para 3 for the purpose of posting/transfer will be the period spent by an officer continuously at that station in the present as well as the lower grade posts covered under the RTP, if any. The transfer from one Field Estt/Unit to another at the same station will be considered as a single tenure for that station.

Any transfer before completing the minimum tenure and stay beyond the maximum tenure shall be with the approval of the authority empowered to approve posting/transfer, based on the recommendations of the Committee.

7. **Posting/Transfer.** The posting/transfer of DGAQA officers from one establishment to another shall be considered on any of the following grounds:-

(a) **Appointment/Initial Posting.** The initial posting on joining DGAQA as a direct recruit will be made by the authority empowered to approve appointment taking into consideration the vacancy position and functional necessity.

**(b) Promotion.**

(i) Posting on promotion will be made taking into consideration the existing vacancies and tenure of officer(s) at that station. An officer shall be posted out of the station, if he/she has served at the same station in any capacity (covered under the RTP) for a period exceeding the prescribed tenure of the promotional post. However, officers who have not completed the prescribed tenure can also be considered for transferring out on promotion, in case there is no vacancy at the said station. Notwithstanding this, at the time of promotion, an officer can be considered for posting irrespective of availability of vacancy or tenure position at that station keeping in view his professional competence, his career progression and requirements of the organisation.

(ii) Officer retiring within 02 years of attaining the age of superannuation may be exempted of RTP. In the case of promotion also efforts may be made to retain them at the same station against an existing vacancy of the promotional post. In case, no vacancy in the promotional post/grade is available at that station, the officer will be transferred to the station where vacancy exists.

(iii) If the officer is due for superannuation within six months, on promotion he/she will not be transferred as in such a short period one is not expected to contribute usefully/effectively at another Field Establishment. Further, such a transfer may result in delay of finalising pension papers. The officer in such cases may be retained at the same station against an available vacancy in the promotional grade. In the absence of a vacancy, the post held by him/her will be upgraded on personal basis by keeping one post at another station vacant so as not to exceed the sanctioned strength in that grade. On retirement of the officer, the posts in the establishment will revert to its original level.

(iv) Refusal for promotion on account of posting will be dealt with as per the existing policy / instructions issued by DoP&T from time to time. In case refusal is not accepted by the Competent Authority, the individual will be Struck of Strength (SOS) of the parent establishment / Unit by a date fixed by Head Quarters and the officer will be deemed to be absent after that day and not entitled to pay & allowances unless leave is sanctioned by the Competent Authority.

(c) **Posting on returning from long term training/course.** An employee, returning from long term training/course, may be posted back to the same station where he had last served, for balance period of station tenure subject to availability of vacancy and exigencies of service at that station.

**(d) On Request from an Employee**

(i) Requests from employees for posting on compassionate grounds may be forwarded to Head Quarters. Where posting/transfer is issued on specific request of an employee who has not completed the prescribed station tenure, no TA/DA and joining time will be admissible to him. The individual will travel at own expense and journey period will be covered by grant of earned/half pay leave, if due, or EOL where no leave is due to their credit. However, where an employee is accommodated to his choice posting after completing the prescribed station tenure, he will be entitled to TA/DA and joining time as admissible under the rules.

(ii) The grounds for compassionate transfer will be verified and certified by the Regional Director/OIC concerned. In case transfer is sought on medical grounds in respect of self/family, the medical certificate from the prescribed Authorized Medical Authority must accompany the application. The nature of illness and reasons justifying the transfer must be brought out clearly.

(iii) A person posted on compassionate grounds will be allowed to exercise such a request only once in his full service tenure.

(e) **Posting of Husband & Wife at the same Station**

Request for posting of husband and wife at the same station will be considered as per the instructions/guidelines issued by the Government of India on the subject from time to time.

(f) **Rotational Transfer Requirement for Wider Exposure:**

The posting/transfer of an officer may be made in such a way that officers likely to reach Director/Deputy Director General scales during their service are expected to serve at least five tenures in four different stations during their service period.

8. **Preference for Posting**

(a) **On transfer under RTP.** The cut off date for calculating the length of tenure at a station will be **1<sup>st</sup> January** of the year in which rotational transfer is carried out. Accordingly, a list of officers completing the prescribed tenure under RTP by the crucial date and thereby due for transfer will be put on the DGAQA website by the Head Quarters in Oct-Nov of the preceding year along with station-wise detail of vacancies. The concerned officers will require to submit preferences for their posting (minimum three station choices) through Head of their Field Estt./Unit within a period of one month. The list of officers due for posting/transfer under RTP along with the preferences from concerned officers, will be considered by the Committee. The requests for choice postings by the officers posted at Hard Stations may be given preference and efforts will be made to accommodate them accordingly.

(b) In case more than one officer prefer same station for posting and adequate vacancies not being available to accommodate all of them, the officer coming from Hard Station or retiring within a period of two years, if any, may be given preference and thereafter the officer having less tenure at the station where the posting is to made, will be considered.

(c) For posting to a hard station, volunteers opting for that station, if any, will be considered first. If adequate number of officers opting for posting to hard station does not become available, posting to hard station will be considered by the Committee amongst the other available officers.

## 9. **Exemptions from transfer under RTP**

- (a) Officers of all grades reaching superannuation within 02 years will be exempted from rotational transfer.
- (b) Officers likely to be promoted within 01 year can be temporarily exempted from the RTP, for being transferred alongwith promotion, if they have completed the prescribed tenure at the existing station. Similarly, personnel may be stationed in anticipation of promotion. This may be more so at higher levels.
- (c) Exemption from RTP to an officer with disabilities or who has differently abled dependents shall also be considered in terms of instructions/guidelines issued by the Government of India on the subject from time to time.
- (d) Request of an officer for retention at a station maximum by 01 year may be considered on grounds of education of his/her children once in entire service career.

## 10. **Post based exemptions from RTP**

The following officers are exempted from posting/transfer on rotation basis :-

- (i) Officers posted at SSQAG, Hyderabad on selection basis.
- (ii) Group 'A' officers, other than DAQAS, having low cadre strength of one or two i.e. Assistant Director(OL), Senior Administrative Officer Grade-II etc..
- (iii) The tenure-based RTP shall not be applicable to Group 'B' officers/staff of cadres other than Scientific and Technical cadres i.e. RTP in Group 'B' is applicable only for officers holding the post of Junior Scientific Officer, Foreman, Senior Scientific Assistant, Scientific Assistant and Chargeman.
- (iv) All Group 'C' posts are exempted from RTP. The requests of Group 'C' employees for posting/transfer, if any, will be considered by the authority empowered to approve posting/transfer of employees in that grade, on case to case basis.

## 11. **Movement on Transfer**

Where transfer/posting has been ordered by the authority empowered to approve posting/transfer, the following action will be taken by the Regional Directors/Officers-in-Charge Establishments/Units.

The individual will be intimated of the transfer order through concerned Head of Field Estt./Unit. After the receipt of posting/transfer order from HQrs DGAQA, concerned Head of Field Estt./Unit will ensure Struck of Strength (SOS) of the officers from the Field Estt./Unit within the prescribed time limit given in the transfer order. After the individual is SOS from the current Establishment and has reported and taken over charge in the receiving Establishment, the receiving Establishment will inform all concerned by sending a charge assumption report.

12. **Non Compliance of Posting/Transfer Orders**

In case an individual does not report at the new establishment/unit within the stipulated time, the same will be treated as “unauthorised absence”. The individual concerned shall be liable for disciplinary action for the charge of lack of devotion to duty and conduct unbecoming of a Govt. Servant.

13. **Relaxation**

Any relaxation of the provisions or contingencies not covered in the above mentioned policy guidelines will be considered on its merit with the approval of the authority empowered to approve posting/transfer.

14. The policy on posting/rotational transfer issued vide DGAQA letter No. 3598/DGAQA/Adm-I dated 05<sup>th</sup> October, 2010 stands superseded herewith.

(Inderjeet Sethi)  
Under Secretary (HAL-III)

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Directorate General of Aeronautical Quality Assurance,  
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New Delhi -110011

MoD ID No. 60011/DGAQA/14/2016 D(HAL-III) dated 31.10.2016

**LIST OF STATIONS OF DGAQA ESTABLISHMENTS**

<b>Srl.</b>	<b>Station</b>	<b>Field Establishments/Units under DGAQA</b>
1.	New Delhi	Headquarters DGAQA, New Delhi
2.	Barrackpore	OAQA, Barrackpore
3.	Bengaluru	ORDAQAs, Bengaluru
		ALISDA, Bengaluru
4.	Bhandara	Dett. AQAW(A), Bhandara
5.	Chanda*	Dett. AQAW(A), Chanda
6.	Dehradun	OAQA, Dehradun
7.	Ghaziabad	ORDAQA, Ghaziabad
8.	Hyderabad	(i) ORDAQA(HAL)
		(ii) ORDAQA(GW & Midhani)
		(iii) MSQAA, Hyderabad
9.	Itarsi*	Dett. AQAW(A), Itarsi
10.	Jabalpur	(i) AQAW(A), Khamaria
		(ii) Dett. AQAW(A), GCF/GIF Jabalpur
11.	Kanpur	(i) ORDAQA, Kanpur
		(ii) Dett. AQAW(A), Kanpur
12.	Kolkata	(i) ORDAQA, Kolkata
		(ii) Dett. AQAW(A), Dumdum
13.	Koraput*	Office of Dy Director General(Koraput)
14.	Korwa	ORDAQA, Korwa
15.	Lucknow	(i) Office of Dy Director General(North & Central Zone)
		(ii) ORDAQA, Lucknow
16.	Mumbai	Resident MSQAA Cell, Mumbai
17.	Muradnagar	Dett. AQAW(A), Muradnagar
18.	Nagpur	Dett. AQAW(A), Ambajhari
19.	Nasik	Office of Dy Director General(Nasik)
20.	Pune	ORDAQA(Armt), Kirkee
21.	Tiruchirapally	OAQA, Trichy

\* Hard stations