



संख्या /No. A-13011/1(TransferPolicy)/2025-Ad.II-633

भारत सरकार/Government of India

गृह मंत्रालय/Ministry of Home Affairs

समन्वय निदेशालय पुलिस बेतार

Directorate of Coordination Police Wireless



खण्ड सं 9, के.स.का. परिसर/ Block No.9, C.G.O. Complex,  
लोधी रोड, नई दिल्ली-3-/ Lodhi Road, New Delhi-3

दिनांक/ Dated : 18<sup>th</sup> February, 2026

### **OFFICE MEMORANDUM**

**Subject: Transfer Policy of the Directorate of Coordination Police Wireless-reg.**

In supersession of all the instructions issued earlier in respect of policy on transfer in Directorate of Coordination Police Wireless (DCPW), the following instructions are laid down for the information and compliance of all concerned.

#### **1. Need for Transfer Policy :**

Directorate of Coordination Police Wireless, a subordinate organization, under Ministry of Home Affairs has its headquarters at New Delhi with establishments located in the State/UT capitals. In the past, transfers of officer(s)/official(s) from one place to another have been made as per the earlier transfer policy of this Directorate issued vide O.M. No. A.15015/1/2022-AD.II dated 12.04.2022. On the basis of an internal review, it has been decided that same is reviewed in view of the administrative & operational requirement of the Directorate.

#### **2. Objectives :** The Transfer Policy is intended to achieve the following objectives:-

- a) To ensure rational, balanced and need-based deployment of officer(s)/official(s) across all establishments of DCPW on an All-India basis, keeping in view the operational, technical and administrative requirements of each establishment, and to facilitate orderly and systematic rotation of personnel.
- b) To maintain optimal manpower strength in all establishments of DCPW by preventing surplus or deficit through equitable, fair and transparent filling of vacancies, so that none of the establishments is adversely affected due to shortage or excess of officer(s)/official(s).
- c) To provide certainty, transparency and uniformity in postings by prescribing minimum and maximum tenure at a station and by ensuring that transfers, when due, are effected strictly in accordance with the Transfer Policy.
- d) To support career progression and professional development of officer(s)/official(s) by ensuring postings that provide exposure to different offices/sections of the

*Handwritten signature and date*  
18/02/2026

Directorate, enabling them to acquire diverse experience and effectively utilize their skills for improved organizational functioning.

e) To effect transfers with due regard to the technical competence, experience, suitability and adaptability of officer(s)/official(s), as well as the specific operational, administrative and project-related requirements of the establishment, including ongoing and forthcoming initiatives.

f) To strengthen institutional capacity for providing comprehensive technical, operational and advisory support to States/UTs and Police and other Security Agencies by deploying suitably skilled officer(s)/official(s) for critical national and regional initiatives. This shall include, but not be limited to, communication systems, secure networks, PPDR, POLNET Hub, RMU, infrastructure planning, standardization, coordination and other emerging technology-driven and operational requirements, including specialized support for Himalayan and Island States, in furtherance of internal security objectives.

### **3. Eligibility :**

a) Generally, the tenure at a station will be three (03) years, and the maximum tenure shall be six (06) years, after which transfer shall be mandatory, except as otherwise provided under this policy.

b) The maximum tenure of six (06) years shall apply to all cadres of DCPW.

c) For the purpose of tenure, cumulative service rendered at the same station, irrespective of change in post or group, shall be counted.

d) While effecting postings and transfers, the capability, technical competence, experience, suitability and adaptability of the officer(s)/official(s), as already highlighted in this policy, shall be duly assessed and matched with the operational, administrative, and technical requirements of the station/establishment.

e) This policy will not be applicable in respect of officer(s)/official(s) appointed on Direct Recruitment basis at the initial stage.

### **4. Area of transfer/Posting :**

Transfer/posting shall be applicable to DCPW (HQ) as well as to any station across India where establishments of DCPW are located.

### **5. Tenure and Transfers :**

a) The officer(s)/official(s) must serve at least once in any of the ISPW stations in the North-Eastern Region (viz. Agartala, Aizawl, Dispur, Gangtok, Imphal, Itanagar, Kohima, Shillong), UT of Ladakh and Island Territories (viz. Port Blair, Kavaratti) during his/her entire service in the DCPW.

b) The tenure of posting at above stations shall however be as follows:-

S.No.	Name of the Station	Tenure
1.	ISPW stations at Northeast states (including Gangtok), Port Blair & Kavaratti.	2 years for officers with more than 10 years' service; 3 years for officers with the service of 10 years or less
2.	ISPW station at UT of Ladakh	01 year

c) The period of tenure will commence from the date of joining of duty at these stations.

d) Transfers shall be effected primarily on the basis of the "Station Seniority" within the relevant cadre. In addition, the capability, experience, technical competence and suitability of the officer(s)/official(s) shall be duly assessed to ensure that the posting aligns with the functional, operational and administrative requirements of the station/establishment.

e) Transfer/posting necessitated by promotion, direct recruitment, filling of posts in public interest or administrative exigencies may be made at any time by the competent authority.

f) Officer(s)/official(s) due for superannuation in the next two years (by 30th June of that year), will normally not be considered for transfer except on administrative/operational ground or when such a person is promoted.

g) Posting of husband & wife at the same station, Posting of physically handicapped officer(s)/official(s) and Posting of officer(s)/official(s) who have mentally retarded children shall be considered in accordance with DoPT guidelines/orders issued from time to time.

h) Leave/Training/absent period exceeding six months shall be treated as long leave/long term training (except the mandatory training) for the purpose of calculation of tenure completed in the place of posting.

i) Officer(s)/official(s) posted on sensitive posts, shall be transferred out strictly after every three (03) years.

j) The request for mutual transfer may be considered on compassionate ground only when both the officer(s)/official(s) are in the same grade, subject to administrative requirements.

k) Cases of transfer on compassionate ground will be considered on case to case basis subject to availability of the vacancy and administrative feasibility.

l) One tenure at DCPW HQ is compulsory for all Officers/Officials in order to make them understand the working of DCPW.

#### **6. Period for carrying out transfers:-**

a) Time schedule for various procedures/ actions related to the General Transfer will generally be as given in the Table below:-

<b>Date</b>	<b>Exercise</b>	<b>Remarks</b>
<b>15<sup>th</sup> February</b>	Calling of option by 25 <sup>th</sup> February in the prescribed format ( <b>Appendix I</b> ) with three preference of posting duly supported with valid documents/ certificates/proof, wherever applicable.	Reference to a date in this table shall be taken as the next working day in case of the indicated date is holiday.
<b>26<sup>th</sup> February-10<sup>th</sup> March</b>	Compilation, scrutiny and verification of cases of Officers/Officials who have submitted options and those otherwise eligible for transfer.	
<b>11<sup>th</sup> March-25<sup>th</sup> March</b>	Evaluation of proposal by holding meetings.	
<b>15<sup>th</sup> April</b>	Completion of Transfer movement	

b) Faculty Selection process for CPRTI and RPWTIs may be carried out simultaneously so that it is coterminous with the above schedule.

c) It shall be the implicit responsibility of the concerned reporting officer to ensure that the officer(s)/official(s) under transfer are relieved without delay except for the cases where relieving date of a later date is mentioned in the transfer order explicitly.

7. The transfer of officer(s)/official(s), if ordered on compassionate grounds, shall be at his/her own expense and officer(s)/official(s) under transfer will not be entitled to draw any TA/DA. Officer(s)/official(s), shall not be allowed to bring outside influence/political influence to further his/her request for posting of his/her choice as enumerated in Rule 20 of Central Civil Service (conduct) Rules, 1964.

8. The Transfer policy will be reviewed periodically.

9. Notwithstanding the above, the Director, DCPW will be fully empowered to authorize transfer of any officer(s)/official(s), at any time of the year. He will also be authorized to order any deferment/cancellation of a transfer order, in special genuine cases of extreme hardship/ compassion, at his discretion, depending on the merit of a case.

10. This issues with the approval of Director, DCPW.

*Rajal 18/02/2026*  
(Rajeev Kumar)

Deputy Director (Admin)

Copy to:

1. PS to Director
2. PA to Addl Director(I)/PA to Addl Director (II)
3. All Joint Directors/ Deputy Directors
4. AD(IT): to upload on DCPW website.
5. Officials/Sections of DCPW's
6. All ISPW Stations/RPWTIs
7. Office Order file.



Sl. No.	Details of Leave	Total No. of day(s)	Whether sanctioned by the Competent Authority
1.	Earned Leave		
2.	Commuted Leave		
3.	Maternity Leave		
4.	EOL with Medical Certificate		
5.	EOL without Medical Certificate		
6.	Child Care Leave		
7.	Unauthorized Absence		
8.	Study Leave		
9.	Other Kinds of Leave, if any		
14.	Accolades, if any, received from senior Gp A officers (along with supporting documents) in support of seeking Transfer/ Retention		
15.	Whether Transfer been requested on Compassionate or Mutual Transfer Grounds (for which No TA/ DA is admissible) – Yes / No		

Place :

Date :

**SIGNATURE, NAME &  
DESIGNATION OF APPLICANT**

**Recommendation of Reporting Officer along with justification :**

Recommended & Forwarded. The service particulars furnished by the applicant have been verified and found correct.

Place :

Date :

**SIGNATURE, NAME &  
DESIGNATION OF REPORTING  
OFFICER WITH DATE**

