

No. P-24017/17/2024-IPR-I  
भारत सरकार/Government of India  
वाणिज्य एवं उद्योग मन्त्रालय  
Ministry of Commerce & Industry  
उद्योग संवर्धन एवं आंतरिक व्यापार विभाग  
Department for Promotion of Industry and Internal Trade  
(आइ.पी.आर.-स्था.और बजट अनुभाग)  
(IPR -Estt. & Budget Section )  
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वाणिज्य भवन, नई दिल्ली-110 011  
Vaniya Bhawan, New Delhi - 110 011  
Date: 5<sup>th</sup> July, 2024

To

The Controller General of Patents,  
Designs & Trade Marks,  
Boudhik Sampada Bhawan,  
S.M. Road, Antop Hill,  
MUMBAI – 400 037,  
(Maharashtra).

**Subject:** Revised Transfer Policy of Gr. A Officers of O/o CGPDTM-reg.

Sir,

The undersigned is directed to inform that the current policy of transfer for posting of Group A officers of O/o CGPDTM issued vide No. CG/F/TP/PO/2020/11 dated 03.09.2020 and CG/F/TP/TMR/2019/106 dated 09.01.2020 has been reviewed by this Department and the revised transfer policy (ANNEXURE-I) is herewith enclosed for strict compliance.

2. O/o CGPDTM is directed to strictly adhere to the Revised Transfer Policy.
3. This issues with the approval of Hon'ble Commerce and Industry Minister.

Encl.: As above.

Yours faithfully,



(अरुण कुमार गुप्ता/Arun Kumar Gupta)  
अवर अधिकारी /Under Secretary

अरुण कुमार गुप्ता  
अवर सचिव/Under Secretary  
उद्योग संवर्धन और आंतरिक व्यापार विभाग(Dept. for P.I. & I.T)  
वाणिज्य एवं उद्योग मंत्रालय, Ministry of Commerce & Industry  
वाणिज्य भवन, नई दिल्ली  
Vaniya Bhawan, New Delhi

**ANNEXURE-I****Revised Transfer Policy for Group A Officers of O/o CGPDTM**

The transfer policy for Gr. A Officers of O/o CGPDTM governs the movement of Group A Officers and outlines the criteria, process, and considerations involved in facilitating transfers. However, updating transfer policies periodically ensures they remain relevant, compliant with changing laws, aligned with organizational goals, responsive to employee feedback, and addressing evolving challenges. The main objective of the revised transfer policy of Group 'A' Officers of Patents, Design, Trademarks & Geographical indications is to align human resources with the overall organizational goals and ensure effective career management of the officers.

**2. Constitution of Placement Committee**

2.1 Transfers and Postings of Group 'A' officers shall be effected based upon the recommendations of Placement Committee, consisting of the following members:

Level of officer under consideration for Transfer/Posting	Composition of Placement Committee	Approving Authority
All Group 'A' officers of Patent & Design	1. Director O/o CGPDTM (Chairperson) 2. Sr. Joint controller O/o CGPDTM (Member) 3. Under Secretary, IPR-Estt. & Budget Section (Member)	CGPDTM
All Group 'A' officers of Trademarks & Geographical Indications	1. Director O/o CGPDTM (Chairperson) 2. Sr. Joint Registrar O/o CGPDTM (Member) 3. Under Secretary, IPR-Estt. & Budget Section (Member)	CGPDTM

2.2 The Placement Committee's recommendations shall be placed before the Approving authority, CGPDTM, for his/her approval. However, if CGPDTM differs with the Placement Committee's recommendations, he/she will refer the matter to DPIIT along with his comments for its advice, and thereafter, CGPDTM will act as per the advice of DPIIT.

**3. Type of Transfers**

3.1 An extensive exercise for rotating Officers shall be undertaken on an annual basis. Rotational and other transfers will be issued once a year, between 1 April to 15 May.

3.2 Requests for mid-term transfers will be considered only in exceptional circumstances on a case-to-case basis with the approval of DPIIT. Such requests shall be made to DPIIT through O/o CGPDTM for taking a decision in the matter.

#### 4. Station Tenure:

4.1 The normal station tenure shall be 5 years; however, in case of exigency, it may be considered before the completion of 5 years of average tenure as per the recommendations of the Placement committee with a reasoned justification.

4.2 To count the station tenure, the continuous period of service rendered at that station in all the grades shall be considered. The periods of continuous leave/ training, etc., over 30 days per year would be excluded for counting station tenure.

#### 5. Transfer Principles:

5.1 All rotational transfers to be effected in a year shall normally be considered from 1 April to 15 May so that transfer orders are issued by the end of May of the same year.

5.2 In case of rotational transfer, the period of stay in a post/station shall be counted as of 31 March of the concerned year.

5.3 The O/o CGPDTM will compile the data regarding the residency period of each official at a station as on 31 March of the concerned year and submit it to the placement committee by 1st April of the year.

5.4 Only officers dealing with Archives duty will be posted in the Ahmedabad office. The remaining officers will be posted to another station.

5.5 Officers who are within two years of reaching the age of superannuation, Officers with 60% and above disability or having dependent children with 60% and above disability will be exempted from transfer. Requests from such officers, if any, for transfer to other stations will be considered on a case-to-case basis by the Placement Committee.

5.6 For rotational transfer, officers shall be considered in descending order according to their length of stay at a station.

5.7 Transfers will be effected as per preference. However, officers will not be re-posted to the same station they were posted to earlier until they exhaust the scheduled tenure of 5 years at all the other stations.

5.8 In order to maintain continuity of work, not more than one-third of the officers in the total working strength shall be considered for transfer in a year.

5.9 Officer(s)/Staff(s) posted in the sensitive posts shall strictly be rotated after every three years to avoid developing vested interests and in strict compliance with CVC guidelines.

5.10 The O/o CGPDTM shall identify the sensitive posts as per the CVC/DoP&T guidelines regarding functionality and position in the O/o CGPDTM and submit the same to this Department for approval. Changes, if any, on the sensitive posts shall be made only with the approval of DPIIT

5.11 If the request for transfer is made by an officer on its own and is considered, then the same shall be considered at his own cost.

5.12 Representations, if any, will be addressed to the authority competent to approve the orders of transfer/ posting (CGPDTM). Any representation of an order is to be submitted within 15 days of the issue of such order, failing which the same may not be considered. Such representation will be reviewed by CGPDTM and if found to be in order will be forwarded to DPIIT for review.

5.13 Efforts will be made to ensure that the DOP&T guidelines regarding posting husband and wife at the same station are followed.

5.14 Officers against whom disciplinary proceedings are pending for major penalty shall not be posted (against sensitive posts) at the desired station.

5.15 In cases where officers try to influence transfer through channels other than the proper channel, action will be taken as per Clause 20 of the CCS (Conduct) Rules. This rule envisages that *"No Government Servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matter pertaining to his service under Government."*

5.16 Transfer during the probation period will not be considered.

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अरुण कुमार गुप्ता/Arun Kumar Gupta  
अवर सचिव/Under Secretary  
उद्योग शोषण और आर्थिक विकास विभाग/Dyupt. for P. & I  
व्यवसाय एवं उद्योग विभाग/Ministry of Commerce & Industry  
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