

**F.No. ANSI-Estt0115/1/2026-(HO)ANSI
Ministry of Culture,
Govt. of India
Anthropological Survey of India
Head Office, Kolkata**

**DRAFT OF REVISED GUIDELINES FOR POSTING AND TRANSFER IN
ANTHROPOLOGICAL SURVEY OF INDIA (2026)**

Objective:

This draft of revised guidelines for posting and transfers is prepared in pursuance of Ministry of Culture, Govt. of India's letter vide F.No. 12-1/2026-A&I dated 02.03.2026 to submit a proposal to the Ministry for approval.

The clause 1 (ii) of the Ministry's letter dated 02.03.2026 stated that "If any changes are required in AnSI transfer policy so that a balance may be made in order to accommodate transfer request without affecting the functioning of the organisation. AnSI may examine and submitted proposal to this Ministry if warranted."

The objective of these revised guidelines is to achieve a balance to accommodate transfer request without affecting the functioning of the organisation.

Guidelines:

1. Officers are liable for transfer upon completion of a tenure of five (05) years at a station except for the cadres where the post is available at one station only. However, in the case of postings at Sri Vijaya Puram (Port Blair), completion of three (03) years of service shall suffice for transfer, while in the case of Shillong, completion of four (04) years of service shall suffice. Following the DoPT norms in regard to RTP, for the purpose of calculating tenure at a station, the total period of service rendered by an officer at a stretch in different capacities shall be taken into account and shall not be restricted to service in a particular cadre, such as Research Associate (R.A.), Anthropologist, Superintendent Anthropologist (S.A.), Deputy Director (D.D.), etc.
2. An officer who has completed the prescribed tenure at Sri Vijaya Puram (Port Blair) or Shillong may be considered for a posting to a station of his/her choice ("choice posting"). Such choice posting may, however, be considered only where: (i) a vacancy exists at the requested station; or (ii) a vacancy is likely to arise consequent upon the transfer of another officer who has completed the prescribed tenure of five years.

Any transfer effected pursuant to an officer's request for a choice posting after serving in a hard station shall be treated as a transfer in

public interest.

The benefit of choice posting shall ordinarily not be available where the option is not exercised either prior to or immediately upon completion of tenure at the hard station.

3. There shall **be no restriction on the number of postings of an employee to hard stations, namely Sri Vijaya Puram and Shillong**. However, where an employee is posted to a hard station more than once on administrative grounds and in public interest, **a subsequent choice posting shall accrue upon completion of the second or any subsequent tenure at such hard station**.
4. As per the guidelines issued by the vigilance department, Officers who have continuously served as Head of Office (H.O.O.) for a period of three (03) years shall mandatorily be transferred to another station, subject to availability of vacancy or creation of vacancy through transfer of another officer who has completed the tenure normally considered for transfer. Where such transfer is not feasible, the officer who has completed three continuous years as H.O.O. may be replaced by another suitable - Gazetted officer in the interest of administrative efficiency and good governance.
5. Where two or more officers due for transfer submit representations seeking posting to the same station on personal grounds, the following criteria and weightage may be adopted for prioritization of cases:
 - a. One (01) mark for each completed year of service rendered beyond the ordinarily liable tenure of five (05) years or otherwise lesser at a station, as prescribed under these guidelines.
 - b. Five (05) marks where the spouse of the employee is also an employee of AnSI and is presently posted at the station sought by the employee.
 - c. One (01) mark for a male employee and two (02) marks for a female employee seeking transfer on grounds of spouse's employment at a city/ place where an AnSI Regional Centre is located at same or nearby city/ place, or within the nearby states or the State(s) falling under the jurisdiction of such Regional Centre, provided that the spouse is employed in Government, semi-Government, or Public Sector Undertakings.
 - d. One (01) mark where employee is ward or family member of a serving/ retired employee of the Indian Armed Forces, and also, he/she is required to look after parents or other dependent family members for valid reasons.
 - e. One (01) mark where the employee is due to retire within three years.
 - f. One (01) mark for each additional transfer undertaken in public interest **beyond the minimum requirement of service** at three stations, as on the date of submission of the transfer request.
6. Officers who have received recognition for distinguished service, particularly in the area of research dissemination, may be considered for transfer in public interest with relaxation of the normal tenure requirement of five years and other conditions laid down in these guidelines. Such officers must secure a minimum of five (05) points under the following criteria:
 - a. One (01) mark for each year, during the preceding four (04) years, in which the officer has been awarded a grading of **"Very Good" or above** in the APAR by the Reviewing Officer.
 - b. Two (02) marks for each publication where the officer is the first author or corresponding author, and one mark for each publication where the officer is a co-author.

The following conditions shall apply for consideration of publications under this clause:

- i. Only publications made during the preceding five (05) years and duly approved by the competent authority shall be considered.
 - ii. The publications must relate to research projects of AnSI and demonstrably contribute to the dissemination of research in furtherance of the mandate of AnSI.\
 - iii. The publications must pertain to the officer's field of specialization.
7. Officers holding the rank of Anthropologist and above shall ordinarily serve at different stations during the course of their service except in cases the post is available at one station only. Such officers shall ordinarily not be considered for posting to a station of their choice where they have already served and completed the term at that station during the preceding ten (10) years.
 8. Consideration of transfer, whether in 'public interest' or on 'own request', shall not automatically entail transfer of research assignments or responsibilities entrusted to the transferred officer unless a revised order is issued for the same. Officers shall remain responsible for completion of assigned research work, including fieldwork, data entry, analysis, preparation of draft reports, coordination of fieldwork, and related tasks ordinarily assigned to Research Associates and Assistant Anthropologists. Likewise, the gazetted officers of the rank of Assistant Anthropologist and above shall continue to discharge responsibilities relating to coordination of fieldwork, preparation of final reports, research guidance, and allied functions notwithstanding their transfer from one station to another. Such responsibilities may be discharged remotely through the use of appropriate technology from the station to which they may have been transferred.
 9. An officer who accepts an offer of promotion involving posting to a particular station shall join the promoted post within the stipulated period. Failure to do so shall be treated as refusal of promotion, and action shall be taken in accordance with applicable Government instructions.
 10. Notwithstanding anything contained in Clauses 1 to 09 above, the Head of the Department may, at his/her discretion, transfer any officer at any time in 'public interest' or 'own request' on compassionate grounds. In all such cases, due care shall be taken to ensure that ongoing research projects are not adversely affected by such transfer and that no sanctioned post is transferred without obtaining concurrence of the Administrative Ministry. The Head of the Department may ensure completion of projects either by re-allocation of research responsibilities to another suitable scientific staff member or through such other alternative administrative arrangements as may be considered appropriate.
 11. The final transfer guidelines shall take effect immediately w.e.f. the date of approval by the Ministry of Culture, Govt. of India.

Note:

These draft transfer guidelines will be put on the website of the Survey for 30 days to seek inputs/ comments/ suggestions for the employees and stakeholders. Further, the finally revised draft of same shall be prepared taking into account the relevant inputs/ comments/ suggestions for onward submission of the Ministry for approval.