

File No. A-50013/159/2013-IIS (Pt.)
Government of India
MINISTRY OF INFORMATION & BROADCASTING

'A' Wing, Shastri Bhawan, New Delhi
Date 31st January, 2014

Office Memorandum

**Subject: Personnel policy for Indian Information Service (IIS) Officers-
regarding**

In supersession of personnel policy for the IIS officers issued on 18.01.2008 & 24.10.2008 and in compliance of the directions of the Hon'ble Supreme Court in Writ Petition (Civil) No. 82 of 2011 filed by Sh. T.S.R. Subramanian & others dated 31.10.2013, the undersigned is directed to say that in order to ensure holistic career development of IIS Group 'A' and Group 'B' officers, balance their working experience in different Media Units i.e. Headquarters vis-à-vis field units and different Media Units inter-se, effective utilization of human resources and objectivity/transparency in posting/transfers, the Competent Authority has decided to implement a career development/personnel policy as enumerated in the subsequent paras.

2. For the purpose of postings of IIS officers, the Media Units are broadly classified into three categories (Media Sectors):

A. **Electronic Media** - Doordarshan News, All India Radio (News Services Division) and Social Media Cell set up in the Ministry.

B. **Print Media** - Press Information Bureau, DPD, RNI and few other organizations having sanctioned posts of IIS, like DPR (Def.), Films Division, Min. of Rural Development, Ministry of Health and Family Welfare, Planning Commission, Bureau of Police Research and Development, AR&PG, PMO, CRPF etc.

C. **Inter-personal Media** - DAVP and DFP

3. The following policies shall be adopted in respect of IIS Group 'A' & 'B' officers for posting/transfers in various media units:

Group 'A'

A. **JUNIOR TIME SCALE:**

On qualifying the Civil Services Examination and joining the Indian Information Service, a Direct Recruit may be assigned duties as under :-

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- i. on joining three (3) months -Foundation Course at any of the Institutes designated for this purpose by DoP&T.
- ii. Nine (9) months training at IIMC, New Delhi
- iii. One year attachment (two months each) in Hqrs of following Media Units for which a schedule of activities in each of the organisation will be worked out:
 - a. Press Information Bureau
 - b. All India Radio
 - c. Doordarshan News
 - d. DAVP
 - e. DFP/RR&TD/RNI
 - f. DPD
- iv. Field posting in any of the media sectors for a period of two years or till promotion in STS whichever is later. These posting in the media sectors would be made as per the preference of the officer which would be obtained at the time of induction into foundation course.
- v. This posting will be at stations outside New Delhi and 'A' cities like Hyderabad, Ahmedabad, Surat, Bangalore, Mumbai, Nagpur, Pune, Jaipur, Chennai, Kanpur, Lucknow, Kolkata and Station other than Hometown.
- vi. The provision mentioned in para 3 A (v) above will not be applicable for those JTS level IIS Group 'A' officers who are attached with Social Media Cell of the Ministry. However, the officers would be posted at stations other than Delhi (HQ) as and when posts are sanctioned in Social Media at stations other than Delhi.

B. SENIOR TIME SCALE

The qualifying service for promotion to STS is 4 years regular service in JTS:

- i. Posting in same media sector on promotion to STS for period of 5 years or till promotion to JAG whichever is earlier
- ii. Change of Station will be mandatory on promotion to STS

C. JUNIOR ADMINISTRATIVE GRADE (including NFSG)

- i. The qualifying service for promotion to JAG is 5 year regular service in STS
- ii. Change of Station is mandatory on promotion to JAG. This may or may not involve change of media sector.

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- iii. Thereafter change of station, after every 5 years on mandatory basis, till the promotion to SAG.

D. SAG

The posting/transfers on promotion to or in Senior Administrative Grade (SAG) of IIS Group 'A' will be as per the availability of vacancies/requirement of Media Units.

GROUP 'B'

E. SENIOR GRADE GROUP 'B'

- i. On being recruited to the service, a Group 'B' officer will have to undergo Foundation training of six(6) months at IIMC
- ii. Six month attachment (one month each) in
 - Press Information Bureau
 - All India Radio
 - Doordarshan News
 - DAVP
 - DFP/RR&TD/RNI
 - DPD
- iii. First posting for 5 years in any of the three Media Sectors but in field stations.
- iv. Thereafter, station change after every 5 years irrespective of the change of media sector.
- v. On promotion to IIS Group 'A', change of Station will be mandatory. Thereafter change of Media Sector after every 5 years.

F. JUNIOR GRADE GROUP 'B'

- i. On being recruited to the service, a Jr. Grade Group 'B' officer will have to undergo Foundation training of three (3) months at IIMC.
- ii. First posting for 3 years in any of the Media Sectors where the Jr. Grade Group 'B' posts is available.
- iii. Thereafter change of Station after every 5 years or on promotion whichever is earlier.

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G. DEPUTATION / COOLING OFF PERIOD

- i. For consideration of the candidature of IIS officers for senior assignments at Centre (Joint Secretary/Additional Secretary/Secretary to Government of India), it is mandatory that each officer does one deputation under Central Staffing Scheme (CSS) at the level of Deputy Secretary & above.

Hence for this purpose, names of eligible and willing officers would be forwarded to the DoP&T each year for deputation as DS/Director under CSS.
- ii. Officers would also be permitted for deputation outside CSS for varied experience. However, the tenure of all such deputations and deputation under CSS will be maximum for 5 years.
- iii. On return from each deputation, an officer will have to complete mandatory cooling off period of 3 years before his/her name is again sponsored for another deputation.
- iv. No officer would be considered for Central Deputation/other deputation or training abroad of any duration or foreign assignment unless he/she has completed 2 years in field. (For purpose of field posting stations other than New Delhi and cities like Hyderabad, Ahmedabad, Surat, Bangalore, Mumbai, Nagpur, Pune, Jaipur, Chennai, Kanpur, Lucknow, Kolkata and Station other than Hometown only will be considered.
- v. Forwarding of applications for deputation would be governed by the criteria of 10% Deputation Reserve in each grade so as to ensure filling of posts in Media Units.

H. POSTING IN N.E. States/J&K:

- i. For all IIS Group 'A' & 'B' officers, one posting of 2 years duration in NE State/J & K during the first 9 years of service will be mandatory. IIS Group 'A' & 'B' officers have to undergo 2 years mandatory posting in NE/J&K region even though they have completed 9 years of service and have not done 2 years tenure in these regions.
- ii. While considering the name of officer for posting abroad as Special Correspondents or any other foreign assignment, working experience in NE/J&K posts will be given due weightage alongwith other factors like APARs etc.

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I. IMPLEMENTATION

- i. The policy will be implemented to all IIS Group 'A'/'B' officers.
- ii. The provision relating to Deputation/cooling off period shall be enforced with immediate effect.
- iii. While implementing the policy, instructions issued by DoP&T/other Government Departments on the subject like posting of Husband/Wife, officer likely to retire in next 3 years, physically handicapped etc. will be given due consideration.
- iv. The posting orders will indicate the tenure and shall be binding on the organization as well as Pay & Account Office (IRLA) for the purpose of payment of salaries.
- v. Transfer orders once issued after due consideration shall be strictly enforced. Disciplinary action shall be initiated against the officers who bring extraneous pressure for cancellation of their transfer orders. Moreover, in each case a record shall be kept in the APAR dossier of the officer concerned to the effect.
- vi. As far as possible an officer shall spend first five years of his service in field formation in particular, till the officer is in STS. He/she would be given any posting outside cadre or sent on any deputation only after completion of five years of service.
- vii. For continuous stay at a Station, only the period spent on the first deputation during the service shall be excluded. All subsequent deputation shall count towards continuous stay.
- viii. An officer under orders of transfer shall be granted Earned Leave or Study leave or Child Care Leave etc. only after he/she has joined his/her new place of posting.
- ix. In terms of Hon'ble Supreme Court Judgement dated 31.10.13 in WP (Civil) No. 82/2011 in the matter of Sh. T.S.R. Subramaniam and others vs. Union of India & others, the minimum tenure for each IIS officers will be two (2) years unless in the meantime, officer is promoted, retired or sent on deputation and training. In order to ensure the proper implementation of the personnel policy and to effect transfer/posting of all the IIS Group 'A' & 'B' officers, a Civil Services Board with the following composition shall make recommendations to the Competent Authority:

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31.10.2013

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Group 'A'

- Secretary (I&B)-----Chairman
- Joint Secretary (P&A)-----Member
- Pr. DG/DG of any media unit under Ministry of I&B as nominated by Secretary (I&B) -----Member

Group 'B'

- Director/DS (IIS)-----Chairman
- ADG/Director of any media unit under Ministry of I&B as nominated by JS (P&A) -----Member
- Under Secretary (IIS)-----Member

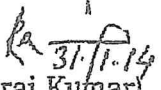
- x. The Cadre Controlling Authority can relax the provisions only on extreme compassionate grounds /compelling administrative exigencies in public interest for the reasons to be recorded in writing & meeting immediate functional requirement of media units as per the merits of the case. The Cadre Controlling Authority will also have the discretion of posting in case of officers who are under Regular Disciplinary Action/Departmental action.
4. This issues with approval of Hon'ble MOSIB (I/C).
5. All Media Units etc. are requested to circulate the salient features of Personnel policy among IIS officers working under them for information and future compliance.
6. This issues in supersession to this Ministry's I.D. No. A-22011/1/2007-IIS dated 18.01.2008 & 24.10.2008.


31.01.2014
(Surender Kumar Garg)
Deputy Secretary (IIS)
Tele: 2338 1592

All Media Heads (having IIS posts)

Copy to :

- i. All officers on deputation to other organizations
- ii. PAO(IRLA), M/o I & B, AGCR Building, I.P. Estate, New Delhi
- iii. All Ministry's/Departments having cadre posts of IIS
- iv. DoP&T, North Block, New Delhi (Sh. J.A. Vaidyanathan, Director (E) with reference to O.M. No. 11013/10/2013-Estt.A dated 22.11.2013.


(Neeraj Kumar)
Under Secretary (IIS)
Tele: 23385586

