



GOVERNMENT OF TRIPURA  
DIRECTORATE OF FIRE SERVICE  
TRIPURA : : AGARTALA.

Phone: 0381-2326451. Fax: 0381-2324826. Email: [tripurafireservice@gmail.com](mailto:tripurafireservice@gmail.com). Website: [www.fireservice.tripura.gov.in](http://www.fireservice.tripura.gov.in)

No. F.5-8(L)/TFS/2018/ 3572

Dated 25.06.2018.

MEMORANDUM

It is for the information of all Tripura Fire Service Personnel that Transfer Policy for all Non-Gazetted employees of Tripura Fire Service Department has been framed for ensuring efficient and smooth functioning of the Department without causing undue hardship to the employees.

All onward general transfers & postings of all Non-Gazetted employees of the Department will be done in accordance with the Transfer Policy. All concerned employees of the Department don't need not to approach anybody for transfer and posting as every employee will be considered equally for transfer & posting as per the Transfer Policy. All concerned employee should prepare themselves for transfer & posting accordingly.

This should be brought to the notice of all staff immediately.

A copy of the Transfer Policy is attached herewith for ready reference and also uploaded in the Departmental Website.

(V. S. Yadav, IPS)

Director General of Fire Service  
Tripura, Agartala.

Copy for necessary action to: -

1. The Joint Director Fire Service, FS Directorate, Tripura, Agartala.
2. The Maintenance Superintendent, Central Workshop, Badharghat.
3. The Divisional Fire Officer, West/ Gomati/ Unakoti/ Dhalai Division.
4. The Office Superintendent, FS Directorate, Tripura, Agartala.
5. The All OCs of Fire Station (\_\_\_\_\_ Fire Station).
6. P.S. to Director General of Fire Service.
7. Notice Board/ Departmental Website.



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No. F.5-8(L)/TFS/2018/2140

Dated 24.04.2018.

POLICY FOR TRANSFER AND POSTING OF  
NON GAZETTED EMPLOYEES OF TRIPURA FIRE SERVICE

Introduction: - In order to formulate appropriate guidelines for transfer and posting of Tripura Fire Service Personnel (Non Gezzetted Operational, Mechanical and Ministerial Staff) for ensuring efficient and smooth functioning of the Department without causing undue hardship to the employees, a Transfer Policy is hereby framed.

1. Applicability: This Transfer Policy will be applicable to all Non Gezzetted Operational, Mechanical and Ministerial Staff Tripura Fire Service Department.

2. Competent Authority for Transfer & posting :

Category of Employees	Competent Authority for Transfer posting
All Non-Gazetted employees of Tripura Fire Service Department	Director General/ Director Tripura Fire Service, Tripura, Agartala.  (Head of Department)

3. Tenure of Transfer & posting :

Sl. No.	Type of Employee	Area of posting	Posting Tenure (At a time)
i	All newly recruited Fire Service Personnel (1 <sup>st</sup> Posting)	Non home district	Minimum 4 years
ii	Sub Officer/ Station Officer	Home district	Maximum 3 years
		Non home district	Minimum 3 years

iii	Senior Fire Leader/ Leading Fireman/Control Room Operator/ Driver/ Fireman	Home district	Maximum 4 years
		Non home district	Minimum 3 years
iv	All Fire Service Personnel with 1 year remaining Service	Home district	Till retirement
v	All Fire Service Personnel posted in remote Fire Stations *	Non home district	Minimum 2 years
		Home district	Maximum 6 years
vi	All Ministerial/ Mechanical Employees	Non home district	Minimum 4 years
		Home district	Maximum 6 years

All Group – D Employees will be posted as per their choice subject to administrative requirement and satisfactory performance. However, if any complaint of indiscipline, misbehaviour is received against them and prima facie found to be true then they will not be posted in the place of choice again in their service time.

4. Details of remote Fire Stations\* :

i. Damchhera FS, ii. Kanchanpur FS, iii. Raishyabari FS, iv. Gandachhera FS, v. Karbook FS, vi. Killa FS and vii. Shankhala FS.

5. Category of Fire Stations:

Category A	Category B	Category C
All Fire Stations located in Agartala, Udaipur, Dharmanagar, Kailashahar city	All remaining Fire Stations other then A & C category	All remote Fire Stations *





6. General rotation of Transfer & posting:

Sl. No.	Particulars of posting rotation
i	All employees who are posted in A category Fire Stations which are located in their home district and reached the maximum posting tenure will be transferred to C category Fire Stations.
ii	All employees who are posted in A category Fire Stations which are located outside their home district and reached the minimum posting tenure will be transferred their home district.
iii	All employees who are posted in B category Fire Stations which are located in their home district and reached the maximum posting tenure will be transferred to outside their home district.
iv	All employees who are posted in B category Fire Stations which are located outside their home district and reached the minimum posting tenure will be transferred to their home district.
v	All employees who are posted in C category Fire Stations which are located in their home district and reached the maximum posting tenure will be transferred to outside their home district.
vi	All employees who are posted in C category Fire Stations which are located outside their home district and reached the minimum posting tenure will be transferred to their home district.
vii	All newly recruited Fire Service personnel will be posted in their home district after completion of minimum first posting tenure in none home district.
viii	All promotee will be posted outside their home district on promotion as per administrative requirement.

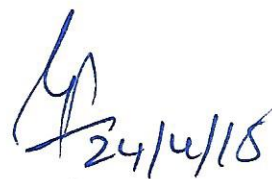
7. The general rotation of transfer & posting shall be done in such a way so that every employee serves in all the three category Fire Stations once in every 12 years of service.



8. Annual transfer orders will be issued in the month of March/April every year and will be implemented within 21 days.

9. Deputation/Attachment: Divisional Fire Officer can depute/ attach subordinate staff maximum for 15 days within their jurisdiction to meet sudden shortfall of staff in Fire Station/Unit but the same shall be got approved from DG/ Director Fire Service.

10. Provided that any of the above mentioned criteria may be relaxed by the concerned Competent Authority in public interest or on administrative grounds and in case of extreme hardship supported by acceptable evidences. Decision of the Competent Authority relating to all transfer & posting shall be final.



(V. S. Yadav, IPS)  
Director General of Fire Service,  
Tripura, Agartala.

Copy for information to –

1. The Joint Director of Fire Service, Tripura, Agartala.
2. The Maintenance Superintendent, Central Workshop, Badharghat, Agartala.
- 3-6. The Divisional Fire Office, West/Gomati/Unakoti/Dhalai Division.
4. The Officer-in-Charge, \_\_\_\_\_ Fire Station.
5. In-charge, Establishment Section, Directorate of Fire Service, Agartala.