

**HUMAN RESOURCES DEVELOPMENT AND DEPLOYMENT POLICY FOR OFFICERS
AT THE LEVEL OF SUPERINTENDING ARCHAEOLOGISTS IN ARCHAEOLOGICAL
SURVEY OF INDIA**

1. Purpose of this Policy Document

- 1.1 ASI is essentially a knowledge-based organization and the development and proper deployment of its human resources is obviously crucial to its continued growth and development. The purpose of this policy is therefore two fold:-
- i) Human resource development, including career development and promotion of specialization and excellence; and
 - ii) Human resource development including posting, transfer, assignment of work etc. in order to achieve the programmatic goals of ASI.
- 1.2 The fundamental guideline for the purpose is 'the public interest' and optimization of human resources in the best interest of ASI in terms of its Vision and Charter. While 'transfer for the sake of transfer' needs to be abjured, transfers that facilitate growth of ASI as an organization needs to be implemented in a planned manner.
- 1.3 The public interest as well as ASI's interests are best served if there is a clear and transparent policy in the public domain, enabling all stakeholders to be adequately assured that deployment within ASI is based on sound and well thought out principles. Hence, this document.

2. Salient Features of the Policy

- 2.1 The following are the salient features of the transfer policy in respect of SAs of ASI:-
- 2.2 All transfer/posting of SAs henceforth be considered by a Committee of Officers called as **Assessment and Placement Committee**. The Assessment Committee shall consists of –
1. Director General (ASI) - Chairman
 - 1a. Addl. Secretary, MoC - Co-chairman
 2. Additional Director General (Adm.) – Member
 3. Additional Director General (Archaeology)- Member
 4. One Joint Director General- Member
 5. Director (Admn.) ASI – Member Secretary

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2.3 There are at present 32 Circles in ASI. These 32 Circles are divided into following three categories on the basis of footfall, budget allocation and peer group assessment:-

Name of the Circles (as per gradation)		
Grade-A	Grade-B	Grade-C
1. Agra	1. Bangalore	1.Chandigarh
2. Delhi	2.Bhubaneswar	2.Dehradun
3. Aurangabad	3.Guwahati	3.Goa
4. Bhopal	4.Hyderabad	4.Jaipur
5. Chennai	5.Amravati (Hyderabad)	5.Jodhpur
6. Dharwad	6.Kolkata	6.Raipur
7. Lucknow	7.Mumbai	7.Ranchi
8. Vadodara	8.Nagpur	8.Shimla
	9.Patna	9. Aizawl Circle
	10.Sarnath	10. Leh Mini Circle
	11.Srinagar	
	12.Thrissur	
	13. Hampi Mini Circle	
	14. Delhi Mini Circle	

- I) Numbering of circles in each grade have been made on the basis of criteria specified in above at para 2.3.
- II) The tenure of posting at a particular circle shall ordinarily be two years, but for reasons to be recorded, transfer could be effected at any time.
- III) Normally transfer will be made in the first week of June every year.
- IV) After completion of tenure, assessment of the Superintending Archaeologist (SAs) shall be made on the following criteria;
 - (A) APAR Grading
 - (B) Budget allocation and Budget utilization,
 - (C) A peer group assessment comprising of eight officers of ASI (DG, ADG, Jt.DG and 5 Directors)and on the basis of assessment, all SAs will be categorized in grade A, B and C.
- V) The final categorization of SAs will be uploaded on the website and officers will be asked to give three options of Circles from Column 2.3 of the same category in which he/she is assessed. This exercise will be completed by 15th May of every year.
- VI) However, Public Interest and Administrative Exigencies will be prime principles of this transfer policy.
- VII) The grading system of Monuments and Individual officers will be the guiding force of this policy for mobility of officers.

- VIII) The exercise of calling for options is intended to enable the competent authority to ensure that due diligence has been carried out to accommodate the choice of station of posting of officers. However, this cannot be claimed as a matter of right.
- IX) The competent authority is empowered to issue transfer/posting orders directly on a case to case basis under emergent conditions where a meeting of the Assessment and Placement Committee cannot be convened at a short notice for reasons to be recorded. This will however be exercised in exceptional circumstances, and not as a norm. Such cases will however be put up in the next meeting of the Assessment / Placement Committee.
- X) In case any official comes under a cloud from the vigilance angle, or is subjected to a verifiable complaint, abuse of authority, misconduct or lethargy or dereliction of duty or indulges in any other act unbecoming of a government servant, then he/she is liable to be transferred in public interest.
- XI) Mere existence of a vacancy in a circle does not entitle anyone to be posted to that circle.
- XII) All positing orders will indicate a schedule for relieving the officials subject to a maximum of 30-days within which the officer is to be relieved.
- XIII) An officer during the last 2 years of his/ her service career may be considered for posting at a place of his/ her choice, subject to administrative convenience.
- XIV) While every effort will be made by the Placement Committee to consider any request for transfer/ retention by an officer to the place of posting of his spouse who is employed under the Central/ State Government, it will depend on availability of vacancy and other exigencies.
- XV) Representations, if any, for transfer/ retention in the current place of posting, in the cases of any terminal illness/ disability of a dependent of an officer will be considered by the Placement Committee. The representation may be addressed directly to the O/o Director General, ASI along with documentary evidence in support of the ailment/ disability, for consideration of the Committee. Any representation in respect of posting orders is to be received in the Office of DG, ASI within 15-days of issue of such orders, as orders are placed in the public domain on day of issue, failing which the same will not be considered. Representations will be considered by the competent authority on a case to case basis and disposed off within 15-working days. Representations need to be suitably documented and justifications provided.
- XVI) Gradation of Circles will be done every three years by ASI with the approval of Competent Authority.
