

Government of West Bengal
Personnel & Administrative Reforms Department
General Cell
Nabanna, 325, Sarat Chatterjee Road, Howrah-711102

Memo No. 972-PAR (Genl)/17-ACR/PAR/2026

Dated: 13/07/2026

NOTIFICATION

Sub: Policy regarding Transfer of Field Level Officers up to the Rank of Extension Officer.

To improve administrative efficiency, ensure greater transparency and accountability in public administration and facilitate transparency, the Governor is pleased to prescribe the following policy guidelines for transfer of field level officers up to the rank of Extension Officers serving under various Departments of the Government of West Bengal.

- 1) No officer shall ordinarily be posted in his/her Home District, except during the last two years preceding the date of superannuation, subject to administrative convenience.
- 2) An officer shall ordinarily be considered for transfer on completion of three years of continuous service in a post and, in any case, no officer shall ordinarily continue in the same post beyond four years.
- 3) Officers holding revenue collection, tax collection or other sensitive field assignments shall ordinarily be transferred on completion of two years of service in the post and shall not continue beyond three years in the same assignment.
- 4) While effecting transfers, convenience of officers in terms of district may be considered subject to administrative convenience and public interest.
- 5) The Personnel & Administrative Reforms Department may, on reference being made by the concerned administrative department, relax any of the above provisions in cases involving administrative exigencies, hardship or other exceptional circumstances.

These guidelines are issued with the approval of the competent authority in the interest of public service and shall come into force with immediate effect.

By order of the Governor

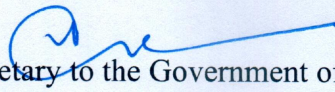
Sd/-

(Manoj Kumar Agarwal)

Chief Secretary to the Government of West Bengal

Copy forwarded for information and necessary action to:

1. The Advisor to Hon'ble Chief Minister, Govt. of West Bengal.
2. The Additional Chief Secretary / Pr. Secy. / Secretary, _____ Department.
3. The Secretary to the Governor of West Bengal, Lok Bhavan, Kolkata-700 001.
4. The Divisional Commissioner, _____ Division.
5. The District Magistrate, _____.
6. The P.S. to the Hon'ble Chief Minister, Govt. of West Bengal, Nabanna, Howrah-711102.
7. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata-1
8. The Deputy Secretary to the Govt. of West Bengal, P & AR Department, I T Cell.
9. The Deputy Secretary to the Govt. of West Bengal, P & AR Department, Estt. Cell.
10. The P.A.O., _____ PAO - I/II/III.
11. The Treasury Officer, _____ Treasury.
12. Shri / Smt. _____, WBCS(Exe.)
13. Sr. P.S. to the Chief Secretary, Govt. of West Bengal, Nabanna, Howrah-711102.
14. P.S. to the Addl. Chief Secretary to the Govt. of West Bengal, P & AR Department, Nabanna, Howrah-711102.
15. Sr. P.S. to the Sr. Special Secretary, P & AR Department (W.B.C.S. Cell), Nabanna, Howrah-711102.
16. The SR & ACs Cell, P & AR Department, Writers' Buildings, Kolkata-700 001.
17. Guard File.


Additional Chief Secretary to the Government of West Bengal