



Government of Odisha

Department of Women & Child Development

No. WCD-FE-MISC-0024-2026 13292 /WCD, Dated. 11.06.2026

RESOLUTION

Sub: Policy relating to transfer and posting in the rank of CDPO and DSWO working under the control of Women and Child Development Department.

The objective of this policy is to ensure transparency, fairness and administrative efficiency in the transfer and posting in the rank of CDPO and DSWO working under the control of Women and Child Development Department. The policy aims to ensure optimal utilization of human resources while balancing administrative requirements with humanitarian considerations.

1. This policy shall apply to all officers in the rank of CDPO and DSWO working under the control of Women and Child Development Department, unless otherwise governed by specific statutory service rules or regulations.
2. An Officer shall ordinarily serve a minimum period of three (3) years at a station before being considered for transfer.
3. No Officer shall ordinarily remain posted at the same district for more than six (6) years.
4. The transfer of these officers shall ordinarily be made during the general transfer period i.e. between 15th April to 15th June of every year.
5. Officers in the rank of DSWO and CDPO shall not be posted in their home district and home block or tahsil respectively.
6. Officers (other than in the rank of DSWO) within two (2) years of retirement may be considered for posting in their home district, subject to availability of vacancy and administrative feasibility.
7. Officer completing 5 years of service (excluding the period of leave) in KBK/Gajapati/Kandhamal should be given priority for posting in other districts.
8. To ensure objectivity, transparency and fairness, transfer requests shall be evaluated through a weightage-based scoring system. Applications shall be ranked based on total points secured, subject to availability of vacancy and administrative feasibility.

Priority Categories and Weightage

Priority Order	Ground for Transfer Request	Weightage Points
i	Officer suffering from terminal / life-threatening illness requiring treatment at a specific place	15
ii	Disability ($\geq 40\%$) of Officer or dependent family member	15
iii	Critical illness of spouse (requiring long-term treatment or continuous care)	13
iv	Critical illness of parents / parents-in-law (no other caregiver available)	13
v	Spouse posting (Government employee) – request for same station/nearby station	10
vi	Posting in KBK / Difficult Areas beyond 5 years excluding the period spent on leave.	10
vii	Single parent / widow / widower / divorcee with dependent children	8
viii	Women Officer (pregnant / child below 5 years)	8
ix	Children in Class X / XII (board classes) – limited to one cycle	8

Terminal / Life-threatening illness and critical illness as certified by the State Medical Boards of Health & Family Welfare Department, Odisha.

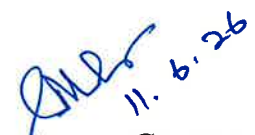
9. Transfer requests shall be processed in descending order of total weightage points obtained. In case of equal scores, priority shall be determined based on longer tenure at the present station.
10. All claims made under the weightage system must be supported by valid documentary evidence. Submission of false or misleading claims shall result in rejection of the transfer request and may invite disciplinary action.
11. An Officer seeking transfer on her own health ground will submit a Fitness Certificate for service issued by the State Medical Boards of Health & Family Welfare Department, Odisha.
12. All Officers are barred from bringing or attempt to bring any form of influence, direct or indirect to secure favourable transfer and posting.
13. The policy shall not confer any right or claim upon any Officer for being posted to or retained at any post/station and all Officers are required to abide by any orders of transfer or posting as decided by the Government.
14. Notwithstanding anything contained in this policy, the competent authority reserves the right to transfer any employee at any time, or to modify, relax, or deviate from any provision of this policy in cases of public interest and administrative exigency supported by reasons to be recorded in writing on the official file.
15. Whenever any provisions in Book Circular No.42/GA& PG Department are found to be contrary or contradictory to the guidelines stated herein, the provisions of the former shall prevail.
16. This supersedes all other Notifications/ Circulars/ Guidelines issued from time to time on the matter of transfer and posting in the rank of DSWO and CDPO working under the control of Women and Child Development Department.

By order of the Governor


Additional Secretary to Government

Memo No. 13293 /WCD, Dt. 11.06.2026

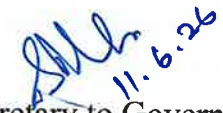
Copy forwarded to the Director, Printing, Stationery & Publication, Odisha, Cuttack for information & publication of the Notification in the next issue of Odisha Gazette and supply 50 copies thereof to this Department.


Additional Secretary to Government

P.T.O.

Memo No. 13294 /WCD, Dt. 11.06.2026

Copy forwarded to the P.S to Hon'ble Chief Minister/P.S. to Deputy Chief Minister & Minister, Department of W&CD, Mission Shakti and Tourism / P.S to Commissioner-cum-Secretary to Govt., Department of W&CD / P.S to Director, ICDS and Social Welfare, Department of W&CD for kind information of Hon'ble Chief Minister/ Hon'ble Deputy Chief Minister & Minister, Department of W&CD, Mission Shakti and Tourism / Principal Secretary to Govt., Department of W&CD / Director, ICDS and Social Welfare, Department of W&CD respectively.


Additional Secretary to Government

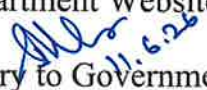
Memo No. 13295 /WCD, Dt. 11.06.2026

Copy forwarded to G.A & P.G. Department/all Collectors/all DSWOs/CI, SIWC, Bhubaneswar/CI, SIWC, Barpali/ all SWO, Hqrs./all CDPOs for information and necessary action.


Additional Secretary to Government

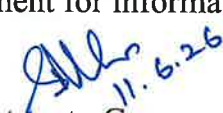
Memo No. 13296 /WCD, Dt. 11.06.2026

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Additional Secretary to Government

Memo No. 13297 /WCD, Dt. 11.06.2026

Copy forwarded to Guard files/ all Sections, W & CD Department for information & necessary action.


Additional Secretary to Government
