

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments,  
Commissioners, Ambala and Hissar Divisions,  
all Deputy Commissioners and  
Sub-Divisional Officers (Civil) in Haryana.
2. The Registrar,  
Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 7th April, 1989.

**Subject :—Policy and guidelines for postings and transfers.**

Sir,

I am directed to refer the subject noted above and to state that Government have decided that the following policy and guidelines should be followed while making postings and transfers of Government employees :—

- (i) In the interest of economy, the number of transfers should be kept to the minimum.
- (ii) In order to maintain continuity and in the interest of efficiency of work the minimum period for continuously serving on a post shall normally be three years. Employees should not be transferred from a post earlier unless it is essential to do so on exceptional grounds of public interest.
- (iii) The maximum period for continuously serving on a post shall normally be five years. This maximum period shall not be applicable in respect of the employees who are working in Colleges, Schools and Laboratories including employees working in Industrial/Technical Training Institutions. This maximum period of the five years shall also not apply to Government employees both gazetted and non-gazetted, who are due to retire within the next two years and they may be allowed to continue on their present posts till retirement.
- (iv) Employees should be discouraged from approaching higher authorities by-passing the normal channels in the matter of their postings and transfers. It should be made clear that such approach will render them liable to disciplinary action and suitable adverse entries will be made in their annual confidential reports. The competent authorities should however, consider sympathetically the cases involving hardship i.e. serious illness etc.
- (v) Gazetted officers should not be posted in their home districts with the exceptions enumerated below as laid down in letter No. 8508-GI-8-25184, dated 16.8.1958 :—
  - (a) officers posted in the Secretariat;
  - (b) Heads of Departments ;
  - (c) Divisional Commissioners ;
  - (d) Superintending Engineers and similar officers in the other departments whose official jurisdiction comprises more than one districts ;
  - (e) Officers posted in the Offices of (b), (c) and (d) above ;
  - (f) Professors and Senior Lecturers in the Education Department ; and
  - (g) Doctors posted in the Medical Colleges in the State.
- (vi) When husband and wife are in Government Service, it is desirable to keep the couple on one station as far as possible. Even in cases where the wife is in Government Service and husband in under a private employment, it will be desirable to post the wife near or at the same place. Efforts should also be made to post unmarried girls and widows at stations suitable to them as far as possible. Unmarried girls and widows should be given preference over couple cases in the matter of postings and transfers at stations convenient to them.