

Copy of letter No. 36-2-78—GSI dated 5th April, 1978 from the Chief Secretary to Government, Haryana to all Heads of Departments, etc. etc.

**Subject:— Change in Transfer Policy.**

I am directed to refer to the correspondence resting with Haryana Government letter No. 36 2/78-58GI, dated the 24th January, 1978, on the subject noted above and to say that, in order to adopt a uniform transfer policy with proper delegation of authority, the following decisions have been taken:—

- (a) Government employees in various departments who have stayed at a particular station for a period of more than three years should be considered for transfer except where public interest demands otherwise. Such employees should be asked to indicate three places of their choice for posting. Those employees, if transferred, should, as far as possible, be adjusted at one of the aforesaid three places.
- (b) No employee should be transferred unless he has completed a tenure of three years at his present place of posting. This condition will not apply where transfer is necessary in public interest of a specific request in this behalf is made by an employee with adequate proof in support of his request.
- (c) Cases in which employees will not be transferred in spite of having stayed at a station for more than three years and cases in which employees will be shifted prior to their completing three years tenure should be exceptional and decisions in each case should be taken with due care.
- (d) Unnecessary transfers should be avoided.
- (e) In the case of employees working in the Secretariat or head offices of departmental heads etc., those who have been at the same seat for more than three years should be considered for transfer to a different seat, consistent with considerations of efficiency.
- (f) As regards the period during which general transfers should be effected, it is felt that because of the exigencies of work at different times of the various departments, it is not feasible to fix a uniform period for transfers. It has, therefore, been decided that this period which should be one month may be fixed by each department as may be considered appropriate between the 15th April, 1978 to 30th June, 1978. (In the case of the Department of Civil Supplies, the one month period of general transfers should be extended upto the 15th July, 1978.)
- (g) During the period of annual transfers to be fixed by the departments, the appointing authority or the authority to whom those functions may be delegated shall be competent to order transfers. Where the appointing authority is the State Government, orders of the Minister-in-Charge in the case of Class-II officers and of the Chief Minister in case of Class-I officers, will be obtained. There may be cases where transfers become expedient in public interest after the aforesaid nominated period of one month. In such cases the appointing authority should order transfers with the approval of the next higher authority.

2. It is requested that action in the matter may be taken on the lines indicated above.

3. The above instructions will not apply in the case of the Education Department as they have already issued separate instructions to the Director of public Instruction vide their Memo. No. 17285-Ed. III-3E-77/228, dated the 26th December, 1977.

Sd/—

Deputy Secretary General Administration,  
for Chief Secretary to Government, Haryana.

A copy for information and necessary action is forwarded to the Financial Commissioner, Revenue, Haryana, and All Administrative Secretaries to Government, Haryana.