

Copy of letter No. 36/5/80-5 GSI dated the 18th April, 1980 from the Chief Secretary to Government, Haryana to all Heads of Departments, etc. etc.

Subject :—Transfers

I am directed to refer to the subject noted above and to say that in regard to the transfers of Government employees during the year 1980-81 the following decisions have been taken :—

- (a) Government employees in various departments who have stayed at a particular station 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 or 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 not be shifted prior to their completing three years tenure should be exceptional and decision 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) The transfers in all the departments should be completed by 30-4-1980 at the latest (Food and Supplies Department has already taken action in regard to annual transfers).
- (g) During the period as mentioned in sub para (f) above viz upto 30-4-80, the appointing authority or the authority to whom these 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 period. In such cases the appointing authority should order transfers with the approval of the next higher authority.
- (h) The Education Department will issue separate instructions with regard to the transfer policy of their teaching staff, but shall complete transfers by the 15th July, 1980.
- (i) Female employees who are living with their parents or husbands should not be transferred unless it is necessary to do so in public interest and administrative grounds like complaints etc.

2. While affecting transfers, instructions contained in Haryana Government circular letters No 1288-R-IV-80/13585, dated the 16th April, 1980 and No. 36/4/80-5-GS-I, dated the 18th April, 1980 should be kept in view. These instructions inter-alia provide that all the officers/officials engaged in the Census work down to the enumerator level should not be shifted or transferred from their present places of posting till the middle of May, 1980, by which time the house listing operations are expected to be completed and that there should not be large scale transfers of such Government employees, particularly teachers who are connected with the Census work till March-April, 1981.

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

Yours faithfully,

Sd/-
Joint Secretary, General Administration,
for Chief Secretary to Government, Haryana.

A copy is forwarded to the Financial Commissioner, Revenue, Haryana and All Administrative