

Copy of letter No. 45/2/82-5GSI dated 14th July, 1982 from the Chief Secretary to Government, Haryana to All Heads of Departments, etc. etc.

Subject :—Policy and guidelines for postings and transfers for 1982-83.

I am directed to refer to the subject noted above and to state that Government has decided that the following policy and guidelines should be followed while making postings and transfers of Government employees during 1982-83.

2. In the interest of economy, the number of transfers should be kept to the minimum.
3. In order to maintain continuity and in the interest of efficiency of work the normal tenure of an officer/official on a post should 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.
4. 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 approaches 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, e.g. cases of serious illness, couple cases etc.
5. (a) Heads of Departments and other authorities empowered to order postings and transfers should issue such orders in accordance with these guidelines. No proposal for postings and transfers of non-gazetted staff should be referred to the Government, save in accordance with these guidelines, or in exceptional circumstances.
(b) Proposals concerning those gazetted and other employees will however, continue to be referred to Government for orders, in whose case Government is the competent authority for ordering postings and transfers.
6. All transfers should be completed by 31-7-1982. No orders of transfers should be issued after this date without the prior approval of the Chief Minister.
7. The instructions contained in letter No. 8508-GI-8/25184, dated 16-8-1958 (copy enclosed) regarding restrictions on postings of officers in their home district should be followed.