

No. - 23/5/2001-2GSIII

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments in Haryana.
2. Commissioners Rohtak, Gurgaon Hissar and Ambala Division.
3. All Deputy Commissioners in Haryana.

Dated Chandigarh the, 18<sup>th</sup>. September, 2003

Subject: Guidelines regarding transfer of excess employees as a result of restructuring/right sizing of Government Department.

Sir,

I am directed to invite your attention on the subject noted above and to say that as a consequence of the restructuring exercise, the optimal strength of staff in different categories of posts in each department is being finalized keeping in view the present day requirements. As a result there may be employees in some departments who are under utilized and in excess of the requirement on the one hand (i.e. surplus) and on the other hand there may be requirement of some categories of employees in other departments. The employees in excess of the requirement after restructuring have been classified in diminishing cadre. For the purposes of economy such number of employees who are in diminishing cadre need to be transferred in other departments. The Government of Haryana has, therefore, decided to transfer State Government employees who are in excess of requirement in diminishing cadre as under: -

1. The underutilized/excess employees of Government Department should be transferred to other departments as per the restructured strength against direct recruitment posts.
2. If there is no provision in the Service Rules for appointment on the direct recruitment posts by transfer, the concerned Government Department should obtain relaxation from the competent authority to this effect for transfer of excess/underutilized employees of other departments.
3. The Government Departments having excess employees should take option of all employees for transfer in other Departments
4. If excess employees do not opt voluntarily for transfer, the concerned Government Departments should draw out lists of junior employees in different categories of posts.


employees in different categories of posts who are promotees




7. When an employee who is in excess of the requirement in a department is transferred elsewhere, the post occupied by him in the parent department should be abolished forthwith.
8. The Government Departments intending to fill up direct recruitment posts after obtaining the necessary approvals etc. can obtain the list of excess employees from the Monitoring Cell in the Office of Chief Secretary Haryana.
9. The pay of the such employees should be protected on transfer in other Government Departments.
10. The benefit of seniority should not be given to such employees on transfer in other Government Departments and they should be treated as fresh entrants.
11. For counting the service for the purpose of pension as well as the modus operandi for discharging such liability of such employees on transfer in other Government Departments, the instructions issued by Finance Department vide office Memorandum No. 1/2(4)96-2FR II, dated 7<sup>th</sup> January, 2002 should be followed.

These instructions may be brought to the notice of all concerned for strict compliance.

Yours faithfully,

  
Special Secretary General Administration,  
for Chief Secretary to Government, Haryana. 2

A copy is forwarded to all the Financial Commissioners and Principal Secretaries/Administrative Secretaries to Government, Haryana for information and necessary action.

  
Special Secretary General Administration,  
for Chief Secretary to Government, Haryana. 2

To

1. All the Financial Commissioners & Principal Secretaries in Haryana.
2. All the Administrative Secretaries to Government, Haryana.

U.O. No. 23/05/2001-2GSIII,

Dated, Chandigarh, the : 18-09-2003