

No.45/32/2004-5GSI

From

The Chief Secretary to Government Haryana

11 AM
Director
Animal Husbandry & Dairying Hry.
12 Bara, Post. G, Panohkula

11 OCT 2004

Receipt No. 3917

1. All Heads of Departments, Commissioners Ambala, Hissar, Rohtak and Gurgaon Divisions

2. The Registrar, Punjab & Haryana High Court, Chandigarh.

3. All Deputy Commissioners and Sub-Divisional Officer (Civil) in Haryana.

Dated Chandigarh, the October 6, 2004

Subject:- Transfer policy of Class-III and Class-IV Government employees of the State of Haryana for the year 2004-2005.

Sir,

I am directed to refer to the subject noted above and to state that the Government has decided that following policy/ guidelines should be followed while making postings/transfers of class-III and IV Government employees during the current year 2004-05:-

(i)

An employee may generally not be transferred out of his current place of posting before he has completed two years at that post, except for compelling administrative reasons.

(ii)

The above criterion need not be followed in case of transfers on a mutual request by two or more employees, in case there is no administrative inconvenience and or is not against.

(iii)

Transfer on request of an employee may generally be either on mutual basis or against a vacant post.

(iv)

Transfer of a superannuating employee who is in the last year of his service may be effected only in compelling circumstances.

(v)

Transfers outside an employee's cadre, whether an institutional or any other cadre, may be done sparingly for administrative reasons only. Without restricting the generality of the phrase, such administrative reasons may be, by way of illustration, cases where some new institutes/offices are to be started outside the existing cadre involving the same posts; in case of shortage of staff in another cadre involving the same posts, etc.

(vi)

As far as possible employees with a serious handicap that restricts their movement and blind employees, may be shown due consideration to mitigate their inconvenience, while considering the question of their transfers.

(vii)

When husband and wife are both in Haryana Government service, they may generally be posted at same or nearby stations as far as possible.

(viii)

Efforts may also be made to post unmarried girls and widows, as far as possible, at stations opted by them. In fact, girls and widows would be given preference over couple cases in the matter of transfers at stations opted by them.

10/10/05
11-10-04

- (ix) In cases of hardship, transfers made in the year 2004-2005 till 18.09.2004 may be reviewed sympathetically on representation made by the employee to his/her head of Department.
- (x) Requests for transfer in cases of genuine hardship may be viewed sympathetically by the Head of Department and if the request for transfer is accepted, specific reason for the transfer shall be recorded in the transfer file of official concerned.
2. All the above guidelines are subject to the Government's right to transfer an employee within and outside his/ her cadre and in relaxation of the transfer or any other policy/ policies, when it is in public or administrative interest.
3. This policy/ guidelines may be brought to the notice of all concerned for their information and strict compliance.

Yours faithfully,

P. R. Wadhwa
Deputy Secretary General Administration,
for Chief Secretary to Government Haryana.

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

P. R. Wadhwa
Deputy Secretary General Administration,
for Chief Secretary to Government Haryana

To

All the Financial Commissioners & Principal Secretaries/
Commissioners & Secretaries to Government Haryana.

U.O.NO.45/32/2004-5G.S.1 Dated Chandigarh, the October 6, 2004

A copy is forwarded to the Principal Secretary/Deputy Principal Secretary-I/
Deputy Principal Secretary-II/OSD/ Senior Secretary to Chief Minister, Haryana and
Senior Secretary/Secretary/ Private Secretary to Ministers/State Ministers/Chief
Parliamentary Secretary for their information.

P. R. Wadhwa
Deputy Secretary General Administration,
for Chief Secretary to Government Haryana

To

The Principal Secretary/Deputy Principal Secretary-I/ Deputy Principal
Secretary-II/ OSD/ Senior Secretary to Chief Minister, Haryana and Senior
Secretary/Secretary/ Private Secretary to Ministers/State Ministers/Chief
Parliamentary Secretary.

U.O No.45/32/04-5GSI Dated, Chandigarh the October 6 2004

A copy is forwarded to all the Branch Officers/Superintendents/ Deputy
Superintendents of Chief Secretary/F.C. office, Haryana for information and necessary
action.

P. R. Wadhwa
Deputy Secretary General Administration,
for Chief Secretary to Government Haryana

To

All the Branch Officers/Superintendents/ Deputy Superintendents of Chief
Secretary/F.C. office Haryana.

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