

**PLACEMENT POLICY FOR EMPLOYEES OF
DEVELOPMENT & PANCHAYATS AND PANCHAYATI RAJ DEPTT, HARYANA.**

1 Introduction

- 1.1 The Department of Development & Panchayats have taken major initiatives for the **development of villages** with an emphasis on reducing inter-face between the citizens and administration; imparting greater transparency and minimizing discretion so as to ensure efficiency and recognition of merit and honesty.
- 1.2 The successful implementation of various Reforms depends on the efficiency of the delivery system. A significant contributor to the effectiveness of the administrative machinery is a credible human resource development policy, which offers opportunities for excellence and career advancement through a proper placement strategy.
- 1.3 The existing placement policy (policy and guidelines for posting and transfers) has been in place for decades. Based on the experience of its implementation, review of the present system of transfers and postings has been carried out. Accordingly, a new Transfer/Placement Policy (hereinafter referred to as the Placement Policy) for employee (SE/XEN/SDOs and DDPO/BDPO/**LOs**) of the Development & Panchayats Department of the State Government has been formulated.
- 1.4 This policy shall be applicable to all Class I, II and III employees of the department.

2. Salient Features of the Transfer/Placement Policy.

- 2.1 The policy shall be deemed to come into effect from 1st April, 2012 and the provisions of this policy shall apply to transfers of all employee as stated above.
- 2.2 All annual transfer orders shall be normally issued by the 30th April of each year. However, this year, these shall be issued by 15th May.
- 2.3 A correct and complete database is a sine-qua-non for operationalizing the Placement Policy. Therefore, the Department shall ensure that a database containing the profiles of all employee is created and updated regularly.
- 2.4 The Government may transfer any employee in relaxation of the policy on compassionate or administrative grounds, at any time. Guidelines for dealing with different types of

“compassionate grounds” cases have been laid down in the policy itself. The level in such cases shall be the Chief Minister.

- 2.5 The normal practice is transfer on promotion. In individual cases, this may give rise to hardship. **Hence, this is being left to be decided by the Government and decision-making level in such cases shall be the Chief Minister.** For this purpose, the grant of Senior Scale, Super Time Scales etc. under the ACP Scheme will not be treated as promotion.
- 2.6 The minimum and maximum tenures on a post at a particular station shall ordinarily be 2 and 3 years, respectively. However, the Govt. may transfer an employee at any time on administrative grounds as stated in para 2.4.
- 2.7 When a certain number of employee are due for moving out of a station to a new station or to new postings in the same station for reason of having completed their tenure, but cannot be so moved due to inadequate number of vacancies available, the employee who have served for longer periods will be moved first, as far as possible.
- 2.8 A stay of more than nine months at a station (to be computed as on 31st December of the previous year) will be treated as a complete year, and the length of the period of stay shall be counted from the date of joining in that District/Division.

3.0 Classification of stations, fixation of tenures of posting and rotation between them.

- 3.1 All districts have been classified into three categories namely 'A', 'B' and 'C' (Annexure-I).
- 3.2 The counting of stay for a particular District shall start from the date of joining. The difference of “From” date and “To” date should be rounded in years. If remainder is nine months or more it should be considered as one year. The tenure of the employee shall as under :-
- i) Notwithstanding anything contrary contained in this policy for Junior Engineer and Social Education and Panchayat Officer, the tenure of an employee in a particular block

should not be more than three years continuously and five years during his entire service career in a block & it should not be more than 12 years continuously in a district.

- ii) Notwithstanding anything contrary contained in this policy for Gram Sachiv, the tenure of particular gram Panchayat in the block should not be more than five years continuously and there is no limit within district for their posting.
 - iii) Rest of the employee, the tenure of an employee in a particular district should not be more than three years continuously and five years during his entire service career.
- 3.3 After completion of **3** years in 'A' category district, the employee shall be posted in 'C' category district. After completion of tenure of three years in 'C' category district, he shall be posted in 'B' category district. After completion of tenure of three years in 'B' category, he shall be posted in 'A' category districts.
- 3.4 After completion of the rotation of all the above three categories of districts, he/she will be posted in a district other than the one on which he/she was posted previously of a category as per his/her entitlement.
- 3.5 The State has been divided into 4 revenue divisions viz. Ambala, Rohtak, Gurgaon and Hisar. **An employee shall not serve in a revenue division for more than 12 years during his entire tenure of service career.**

Provided that a Superintending Engineer shall not serve for more than three years continuously at a station (Divisional Headquarters).

Provided further, that if the employee had been posted in that revenue division earlier, a minimum period of six years should elapse before he/she can be posted again to the same division (called "**cooling off period**".)

- 3.6 Notwithstanding anything contained in this policy, the provisions of this policy shall not be applicable, if an employee opts to be or is posted in the office of Directorate.

3.7 Different types of posting shall be treated as under:

Sr. No.	Type of posting	Category	Place
1.	Study Leave/ EOL or any other authorized leave, like maternity, medical etc.	Regular	Place of last posting from where leave was sanctioned/ granted
2.	On Duty Training	Regular	Place of last posting from where training was sanctioned/ approved
3.	Deputation	Deputation	Actual place of posting
4.	Foreign Training	Regular	Place of last posting from where training was sanctioned/ approved
5.	Foreign Study Leave	Regular	Place of last posting from where leave was sanctioned/ granted
6.	Under Suspension	Regular	Place of HQ
7.	Dies Non	Dies Non	To be excluded from tenure
8.	Posting in Directorate	Regular	Chandigarh

4. Inviting of Applications for Transfers and decision there of:

- 4.1 The Department shall first decide the number of vacancies/ posts to be filled in each category at each district, keeping in view the workload, available strength of employee in each category, administrative exigencies, etc.
- 4.2 The Department shall invite applications in the prescribed format (Annexure-II) for transfers from eligible employee in the first week of January every year. However, this year applications shall be invited by the 30th of April.
- 4.3 The employee who has completed three years or is likely to complete three years of tenure in a particular district, he/she shall have the option to give his/her choice for three districts in order of preference of his/her choice, as per the conditions laid down above, through proper channel before 15th February every year. However, this year applications shall be obtained upto 30th April.
- 4.4 The cases of those employees who are due for transfer and other such requests shall be examined by the Department.

Thereafter, the Department shall recommend the proposals for transfers of Group-B employee to the Minister-in-Charge through the Administrative Secretary and of Group-A to the Chief Minister through Minister-in-charge and Administrative Secretary. Final orders would be issued by the Department up to the due date i.e. 30th April. However, this year, the orders will be issued by 15th May.

- 4.5 Efforts would be made to adjust every employee in the district, as per the preference-wise given choice.
- 4.6 On first appointment, employee will be posted in C-Category district.
- 4.7 **No Class-I and Class-II employee shall be posted in his home district.**
- 4.8 After the promotion of an employee, he/she shall be posted in a district, as per his/her entitlement, as prescribed above.
- 4.9 If an employee does not join at a transferred station **after the expiry of the joining time**, the employee shall be treated as being willfully absent from duty and will be liable to disciplinary action.

5. POSTING ON COMPASSIONATE GROUNDS:

- 5.1 While considering the proposal for transfer, the Government may consider the following grounds in order of preference and efforts may be made to adjust the concerned employee in the district of preference, as per his/her entitlement:-
 - i) Blind 100 %
 - ii) Handicapped 70%
 - iii) Those suffering from serious ailments/diseases like cancer, thalesemia etc. or their dependents on production of valid medical certificate from PGI, Chandigarh/Rohtak or AIIMS.
 - iv) Unmarried girl.
 - v) Widow.
 - vi) Legal Divorcee.
 - vii) Wives of serving soldiers.
- 5.2 In case an employee seeks a posting to a particular station on medical grounds, the Department shall consider the case and shall make suitable recommendation to Government to take a decision on his/her plea. However, if

required, Department may refer the case to a Medical Board.

- 5.3 In case of working couples, if the spouse of an employee is working outside the Department, posting in the same station may be allowed subject to provisions contained in this policy.
- 5.4 In case where the spouse is also an employee of the Department, both the employee may be posted to the same station, if they are otherwise eligible, provided that, jointly, they do not occupy more than 50 per cent of the posts in that station.
- 5.5 Employee having less than two years of service before superannuation may be considered for posting at a place of their choice as far as possible in relaxation of the provisions of policy. The level in such cases shall be the Chief Minister. However, the employee shall not be posted against a sensitive post/assignment.
- 5.6 In case an employee requests for retention in a particular station on the ground that his/her child is studying in Class-X or Class-XII, as the case may be, the Department may consider such requests and recommend for retention of the employee till the final examination of the ward.

6. CATEGORISATION OF POSTS INTO SENSITIVE AND NON-SENSITIVE:

- 6.1 The Department shall classify all posts into **sensitive** and **non-sensitive** with the approval of the Government and shall notify the same by the 1st August, 2012 and amend the same with the approval of Chief Minister at any time thereafter.
- 6.2 **Ordinarily, the tenure of an employee on a sensitive post shall not be more than three years at one stretch.**

7. TRANSFER ON ADMINISTRATIVE GROUNDS OR IN PUBLIC INTEREST:

- 7.1 Notwithstanding anything contained in this policy, the Government may, if necessary in public interest, transfer or post any employee to any station or post by recording reasons thereof at any time which shall be conveyed to the employee concerned. The level in such cases shall be the Chief Minister.
- 7.2 An employee against whom initiation of vigilance proceedings has been recommended by the competent authority or disciplinary proceedings for major penalty has been initiated, should not normally be posted or remain

posted at the station where the cause of the proceedings originated. He/She shall also not be posted on a 'sensitive' charge. This restriction will remain in operation till such time the vigilance matter or disciplinary proceedings are not closed.

- 7.3 If an employee has been charge-sheeted under Rule-7 and has been found guilty, he/she shall be posted in C category district for five years and never shall be posted in A category district. He/she shall also not be given a sensitive assignment.

8. AVAILMENT OF EARNED LEAVE OR STUDY LEAVE AFTER ISSUANCE OF TRANSFER ORDERS:

An employee under orders of transfer shall be granted Earned Leave only after he/she has joined his/her new place of posting. The period spent on Earned Leave or Study Leave will not count towards computation of tenure in that station or 'cooling-off' period. Employee who proceed on Earned Leave or Study Leave without completing the minimum tenure prescribed for the station/area will have to rejoin the same station for completing the prescribed tenure. In other cases, the Government will decide their posting after they rejoin on completion of the Earned Leave or Study Leave.

9. Deputation:

- 9.1 No employee shall be allowed to remain on deputation for more than 5 years at a stretch. An employee shall be allowed deputation only two times in the entire period of his/her service with the intervening cooling period of at least 3 years.
- 9.2. On repatriation from deputation, an employee shall be posted in C-Category district.
- 9.3 Requests from Departments/Organizations asking for a particular employee by name shall not be entertained. In all such cases, where there is a request for an employee of the Department, the Department shall first consider whether it is administratively feasible to release an employee on deputation. If it is found that it is administratively convenient, the offer will be circulated to all employee and willingness for deputation shall be invited. Thereafter a panel of three shortlisted employee will be forwarded for the approval of the competent authority of

the concerned Department or Organization to select an officer.

10. Petition against Transfer:

All grievances arising out of the implementation of this Transfer/Placement Policy shall be addressed in by the Department in accordance with these guidelines, only after the employee has joined his/her new assignment. The affected employee shall be given an opportunity to make a representation within one week from the date of joining his/her new assignment and the said representation shall be decided by the Govt. after considering the recommendations if any, made by the Department.

ANNEXURE-I

CATEGORIZATION OF DISTRICTS

A	B	C
Ambala	Panchkula	Mewat
Karnal	Kurukshetra	Palwal
Gurgaon	Bhiwani	Jhajjar
Faridabad	Rewari	Jind
Rohtak	Sonepat	Kaithal
Hissar	Sirsa	Fatehabad
Yamunanagar	Panipat	Narnaul

REVENUE DIVISIONS

Ambala
Rohtak
Gurgaon
Hissar

ANNEXURE-II

APPLICATION FORM FOR TRANSFER

(DEPARTMENT OF DEVELOPMENT & PANCHAYATS)

Note: Mark √ the relevant box

Employee ID

A. Full Name in capital letters

B. Designation of the officer:

SE XEN SDO DDPO BDPO
Supdt.

C. Name of Present Office (alongwith Office Code):

Date of joining at present station(dd/mm/yy)
District: Date of joining on present designation (dd/mm/yy)
Division:

D. Category of Officer : Group A/B

E. If Preferential category Yes/ No.

If yes, then select Category from the following:

Blind 100% PHC 70% Medical Ground Widow
Legal Divorcee Unmarried girl Wife of serving soldier

Note: in case of Preferential Category, attach documentary proof duly attested by the concerned Controlling Officer (See para 5.1 of the Transfer Policy)

F. Preference of District (alongwith name of Division and Code No.) where transfer is requested:

Sr. No.	Name of District	District Code	Name of Division	Division Code
1.				
2.				
3.				

G. Particulars of stay since joining the Department:

SR. No.	Name of District (Code)	Category of District	Designation	Date of joining	Date of relieving	Total Period
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

H. Whether spouse is a government servant:Yes/ No

If yes, fill up the following information:

Name of the spouse	Name of Department	Designation	Place of Posting	Date from which posted at present station

I. Whether relaxation in stay is sought under Para 5.6 of the Transfer Policy: Yes/ No

If yes, fill up detail of ward in the following table:

Name of Ward	Class in which studying	Name of School	Date by which relaxation is required

J. (i) Whether vigilance proceedings/ disciplinary proceedings have ever been initiated? Yes/ No

If yes, outcome/status of the same. Give brief of the charges levelled against him/her _____

(ii) Station where the cause of the Disciplinary Proceedings originated:

K. List of documents attached:

1. _____ 2. _____

3. _____ 4. _____

I solemnly affirm and declare that the above information is correct and nothing has been concealed therein. If above information is found incorrect at any stage, I shall be liable for disciplinary action

Signatures of the Applicant

Place:

Date:

Recommendation of controlling officer:

Endst. No.

Dated:

Certified that the application form has been examined in accordance with transfer policy of the Department. The information given by the officer in the above proforma has been checked by this office from his/her service record and found correct. His/Her application is strictly according to the transfer policy of the Department.

The following are the comments:-

- i) Vigilance Proceedings/Disciplinary Proceedings have been/have not been initiated against the officer during the stay of the officer at present station.
- ii) The officer is entitled for relaxation under para 5.6 due to examination of his/her ward(s).

(Strike out whichever is not applicable)

- iii) The achievement of the officer of the given target during his/her tenure at the present station is as under:-

	Year	Target	Percentage of achievement
a)			
b)			
c)			

Signature with Seal

Place: (Name of the officer : _____)

Date: Designation : _____)

Recommendation of the Department: (in brief)

AD(Admn.)/CE

Director General

FCDP

General instructions to fill up the Application Form:

1. Every officer must indicate his Employee ID Number. In the absence of ID number, application for transfer will not be considered for the stations of his/her choice. The employee ID Numbers have been conveyed by the Directorate to all concerned.
2. Every officer must indicate his/her present office code. Also indicate office code in which he/she is seeking transfer.

3. Supporting documents must be attached with the application form and mentioned in the respective column.
4. No officer should submit more than one application. If any officer is found guilty of submitting more than one application, disciplinary action would be taken against him/her.
5. While mentioning the station of choice it may be ensured that the request satisfies the terms and conditions of the policy as mentioned in para 3 of the policy. In absence of this, the application will not be processed and if the officer is due for transfer, he/she will be posted in any of the station as per his/her entitlement.