

Online Transfer Policy For Gram Sachivs, 2018
(as on __/__/2018)

1. Vision:

The Online Transfer Policy should aim to harmonise objectives of organization, avoid development of vested interests, and provide exposure to the Gram Sachivs of working in different regions, inter alia overall growth of the Gram Sachivs. The Online Transfer Policy should provide for both a minimum as well as maximum tenure. Any transfer before completing the minimum prescribed tenure or stay beyond the maximum tenure of the Gram Sachiv should be with the approval of the Committee constituted for this purpose, reasons to be recorded in writing by the Gram Sachiv.

2. Definitions:

In this policy, unless the context requires otherwise:

- (i) “Service” means regular as well as on contractual service under outsourcing policy of the State Govt.
- (ii) Reference to “he” includes “she” too.
- (iii) “Cluster Head Gram Panchayat” means a biggest Gram Panchayat among a group of 3-4 Gram Panchayats identified in each district acting as administrative unit.
- (iv) “State Level Committee” means 4 member committee constituted at the State Level under the Chairmanship of Administrative Secretary of Development and Panchayats Department alongwith Director, Development and Panchayats; Chief Engineer, Panchayati Raj Public Works and Additional Director/ Joint Director, Panchayats as members.
- (v) “District Level Committee” means a 3 member Committee constituted at district level under the Chairmanship of CEO, Zila Parishad alongwith District Development and Panchayat Officer and Executive Engineer, Panchayati Raj Public Works as members.

3. Basic Principle:

The maximum tenure/stay of the Gram Sachiv shall be 3 years in a CHGP or part thereof and maximum of 10 years in a Block. In case, any minor/ major penalty is imposed, he shall be transferred anywhere in the State.

4. Main features:

- (i) Gram Sachivs are liable to be transferred in any CHGP intra or inter Blocks of the District on administrative ground as the case may be.
- (ii) This Online Transfer Policy shall be applicable from the date of Gazette notification.
- (iii) In view of shortage of staff, Gram Sachiv shall be posted in at least one of the CHGP and maximum in three CHGPs of the same Block.

5. Identification of CHGP:

- (i) Identification of Clusters of the district shall be done by a District Level Committee as per the criteria specified by the department within one month from the date of notification issued.
- (ii) Whenever the delimitation of Panchayats is done before the Panchayat Elections, the DLC shall revise the composition of the CHGP within one month of the completion delimitation exercise without disturbing the total number of CHGPs as finalised in the above point (i).

6. Time Schedule:

- (i) General Transfers will be made only once in a year as notified by the Government for a given year. However, transfer/posting necessitated by promotions/ direct recruitments can be made anytime. Further, the transfer of spouses of Gram Sachivs of Departments/Organizations of Government of Haryana or Central Government can also be made on requests at any time.
- (ii) The following time schedule shall be followed, so far as feasible, for various activities every year:
 - a) Transfer orders will be issued in the month of April every year in view of Financial Year.
 - b) Qualifying date for actual vacancies, deemed vacancies, weightage/merit points calculation, count of stay shall be 31st March of the year.

Transfer process will start in the month of February and will be completed by end of March each and every year. The Administration Branch will exercise the following process through online application:

- (i) Preparation of the list of provisional, actual and deemed vacancies occurred on the basis of creation/retirement/death/resignation/dismissal/removal and termination.
- (ii) Publishing list of vacancies to be filled/ blocked.
- (iii) Seeking preferences for choice of CHGPs from the Gram Sachiv completing 3 years in one CHGP and eligible under this policy.
- (iv) Meeting of the State Level Committee for finalization of the transfer list considering any special cases seeking exemption.
- (v) Generation of transfer order.

Note:Notification of dates for each process will be made by the competent authority.

7. Merit criteria for allotment of posts:

- (i) Decision of allotment to a vacancy shall be based on the total composite score of points earned by an employee, out of 80 points as described below. The Gram Sachiv earning highest points shall be entitled to be transferred against a particular vacancy.
- (ii) Age shall be the prime factor for deciding the claim of the Gram Sachiv against a vacancy since it shall have weightage of 60 points, out of total 80 points.
- (iii) However, to take care of categories like women, women headed households, widows, widowers, differently abled persons and serious ailment, a privilege of maximum 20 points can be availed by the Gram Sachivs of these categories (hereinafter to be referred as Special Category). The division of points shall be as given in para 7(iii)(a) and 7(iii) (b) below:

a) Age:

S. No.	Major Factor	Sub-Factor	Max. Points	Criteria for calculation
1	Age (Present date minus Date of birth)	Eldest person shall get maximum points	60	Age in number of days÷365 (maximum four decimal points only)

b) The Second Set of merit points will come from the special factors enumerated hereinafter:

S. No.	Major Factor	Sub-Factor	Max. Points	Explanation
1	Gender	Female	10	10 points shall be given to all female employee

2	Special Category female Gram Sachiv	Widow/divorced/separated/unmarried female Gram Sachiv more than 40 years of age/wife of serving Military personal/Paramilitary personal working outside the State	10	All female of this category shall be given 10 marks only.
3	Special Category male Gram Sachiv	Widower who has not re-married and has one or more minor children and/or daughter(s)	5	Eligible widowers shall be given 5 points only.
4	Differently abled persons	Vision	20	40% to 60% disability=10 Marks. Above 60% to 80%=15 Marks Above 80%=20 Marks
		Locomotors	20	
		Deaf & Dumb	20	
5	Diseases of "Debilitating Disorders"	Self Spouse/unmarried Children	10 10	Valid certificate issued during last one year by AIIMS (Including its branches in Haryana), PGI Rohtak, PGI, KhanpurKalan, KalpanaChawla Medical College, Karnal, PGI Chandigarh or Duly Constituted Medical Board only.
6	Differently abled or mentally challenged children	Men/Women having Mentally challenged or 100% differently abled child	10	Men/Women employee having mentally challenged or 100% differently abled children shall be provide maximum 10 points.
7	Couple case	Only female spouse	5	Employees' spouses working in state govt., center Govt, PSUs created under

				acts or rules.
8	Annual Confidential Report (ACR)	Outstanding/ Very Good report of last year	5 marks for outstanding report and 2 marks for very good report	Gram Sachiv having outstanding achievement.
9	Negative performance	Employees awarded with punishment under rule-4B or 4A	7 (Minus) under 4B and 3.5 (Minus) under 4A	Deduction of Points
				Under rule 4B
				Under rule 4A
				1 st = 1
				1 st = 0.5
				2 nd = 2
				2 nd = 1
				3 rd = 4
				3 rd = 2
				4 th = 5
				4 th = 2.5
				5 th and above = 7
				5 th and above = 3.5

Note:

- (i) Cap of maximum points for age factor will be removed however Gram Sachiv claiming merit points under “Special Category” shall be entitled to maximum 20 points only, depending upon the factors such employee belongs to.
- (ii) Only notified diseases shall be considered for merit points under the category of “Diseases of Debilitating Disorders.”
- (iii) If husband and wife, both are working in Development and Panchayats Department, the benefit of 10 points under para 7(iii)(6) above can be claimed by only anyone of them.

8. Definition of vacant posts:

- (i) There shall be two types of vacancies as under:
 - a) **Actual Vacancy:** A post not occupied by any employee whether serving in regular capacity or by a temporarily or contractually employed Gram Sachiv.
 - b) **Deemed Vacancy:**
 - (i) Involuntary deemed vacancy: A post of any cadre, held by an Gram Sachiv previously or presently in the Development and Panchayats department in a

regular capacity for a period of three years or more on the qualifying date in present CHGP of posting;

or

A post occupied by an Gram Sachiv given temporary manual posting due to non-availability of online transfer drive or technical problems or compulsions of administrative or litigational nature. However, it will not include the posts occupied by Gram Sachivs who become duly posted as an outcome of the grievance redressal mechanism of a general transfer drive.

- (ii) Voluntary deemed vacancy: A post occupied by such Gram Sachiv who has been adjudged eligible and allowed to participate in general transfer drive even if he is not eligible otherwise on the minimum tenure criteria.
- (ii) Some vacancies of Gram Sachivs may remain unfilled at any given point of time due to shortage of Gram Sachivs in the department. To avoid disproportionate concentration of Gram Sachiv in some clusters, the department may block some actual vacant posts to be kept vacant in the transfer drive.

9. Procedure to be adopted:

- (i) Employee suffering from
 - a) 100% vision loss; or
 - b) 100% locomotor disability for any reason; or
 - c) Currently suffering from cancer; or
 - d) having undergone bye pass heart surgery; or
 - e) kidney transplant; or
 - f) currently undergoing dialysis;shall be assigned 80 points (60 for age factor and 20 for special points factor) if they are willing to participate in a transfer drive. Otherwise, they shall not be transferred, if they are not willing to participate in a transfer drive. However, the certificate of cancer should not be more than six months old. Further, there will not be any bar to opt any cluster for these categories of Gram Sachivs.
- (ii) Gram Sachivs having 12 months or less in retirement shall not be transferred if they are not willing to participate in transfer drive.

- (iii) Unmarried female Gram Sachivs upon marriage, married female Gram Sachivs upon divorce or death of spouse can, on request, be permitted to participate in the next transfer drive after the event.
- (iv) Gram Sachivs taken in a cadre through direct recruitment/promotion/repatriation shall be posted in the CHGP in Blocks as per eligibility and availability.
- (v) Minimum stay for seeking transfer shall be three years.
- (vi) In grave administrative exigency, the department shall be at liberty to post any Gram Sachiv at any station across the state.
- (vii) Gram Sachivs declared surplus, as part of the rationalization of posts shall compulsorily participate in the transfer drive. In case of their non-participation in transfer drive from any reason their salary from such posts shall be stopped and the department shall be at liberty to post them at any CHGP across the state in the Blocks having high deficiency.
- (viii) Every Gram Sachiv will be responsible for the accuracy and regular updation of data in the Human Resource Management System (HRMS) in respect of his credentials. Otherwise the department shall be at liberty to post them at any station across the state in the Blocks having high deficiency.
- (ix) The transfer exercise shall be carried out only through approved web based application.
- (x) All transfers shall be implemented within seven days of their issuance. The treasury offices concerned shall not draw the salary of the Gram Sachivs who have not complied with the orders and disciplinary action shall be initiated against them by the competent authority.
- (xi) The Gram Sachivs transferred on administrative grounds or misconduct will not be transferred back to the same cluster where from they were transferred on such grounds.
- (xii) Within 15 days of issuance of orders, the Gram Sachiv aggrieved with the transfer process can represent to the department only after joining at new place of posting, on a grievance redressal forum to be provided by the department in this behalf. Their representation shall be considered in accordance with the policy/instructions/rules and appropriate decision shall be conveyed to them as deemed fit.

10. Power of relaxation

Notwithstanding anything contained in the policy, the Director, Development and Panchayats Department, Haryana with the prior approval of the Hon'ble Chief Minister, Haryana, shall be competent to transfer any employee to any place in relaxation of any or all of the above provisions after recording reasons justifying such relaxation.

11. Clarification & Implementation

In case of any doubt or difficulty in making out the true intention of the provisions of this policy, the Director of the department shall be competent authority to clarify such doubt or to remove such difficulty by issuing a reasoned order to this effect.

12. Bar against canvassing

No Gram Sachiv shall canvass for his case except through the grievance redressal mechanism provided for in para 9(xvii) of the policy. All other individual representations shall be treated as an attempt to bring extraneous influence on the due process. No relief can be sought except the one already sought through the mechanism of para 9(xvii).