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PART-I

Notifications, Orders and Declarations by Haryana Government

HARYANA GOVERNMENT

DEVELOPMENT AND PANCHAYATS DEPARTMENT

Notification

The 2nd January, 2023

No. Admin-I-2022/107.— Whereas the Governor of Haryana, in exercise of powers conferred by the proviso to article 309 of Constitution of India has notified Online Transfer Policy for the employees/General Principle for online transfer of employees where in any cadre total sanctioned post is 500 or more, *vide* notification No. 15/05/2017-1 GS-II dated 13.02.2020 and amended *vide* No. 15/05/2017-1G5-II, dated 07.08.2020 and *vide* No. 15/5/2017-1GS-II dated 23.06.2021, reducing the norm of 500 sanctioned posts to 300 and 80 respectively, directed the departments to frame online transfer policy of such cadre of employees accordingly, therefore, online transfer policy to regulate the transfers among the Assistants, whose cadre strength is 328 is hereby made, as under:

1. **Vision:** To ensure equitable distribution of Government employees at different locations in a fair and transparent manner and to maximize job satisfaction amongst employees and further to improve performance of the Department.
2. **Application:** This policy shall be applicable to all the Assistants, working on regular basis in field offices of the Department.
3. **Definitions:** In this policy, unless there be anything repugnant in the subject or context;
 - (a) **'Blocked Posts'** means the vacancies of a cadre remain unfilled at any given point of time due the shortage of Assistants in the department.
 - (b) **'Employees of Special Category'** means the blind Assistants or the differently abled Assistants or their children and spouse, women Assistants, divorcee/separated women, widows, widowers, couple case, Assistants suffering from Disease of Debilitating Disorder.
 - (c) **'Prescribed Tenure'** means the tenure of appointment for a period of five years. While calculating the tenure of an Assistant for the purpose of this policy, the date from which someone is working in an office on 31st March of the calendar year of transfer shall be counted irrespective of the fact he has been appointed by temporary transfer or otherwise. However, an Assistant may participate in the transfer drive subject to completion of minimum three years service in an office.
 - (d) **'Qualifying date' for the purpose of calculation of vacant post(s)** shall be the 31st March of the calendar year of transfer.;
 - (e) **'Service'** means duty period and all kinds of leave including extraordinary leave availed by a Govt. employee during the prescribed tenure.

- (f) **‘Transfer’** means posting/appointment from one office to another on or before completion of prescribed tenure in an office.
- (g) **‘Vacant Post for transfer’** means
- (i) a post not occupied by any Assistant;
 - (ii) a post presently occupied by an Assistant for a period of five years or more;
 - (iii) a post on which an Assistant has been appointed by temporary transfer or due to non-availability of online transfer drive;
 - (iv) a post occupied by an Assistant who has been adjudged eligible and allowed by the competent authority to participate in general transfer drive even if he has not completed the prescribed tenure in the office where he is presently posted.

Note 1:- Where there are *Blocked Posts* in a cadre the same shall be excluded from the number of *vacant posts for transfer*.

Note 2:- The post against which an Assistant has been posted/transferred on compulsion of administrative reasons or litigation nature shall also not be included in the vacant posts for transfer.

Note 3:- The Department shall prepare the list of *vacant posts for transfer* and notify them for the benefit of stakeholders. Depending upon input from stakeholders, such list may be amended if required.

- (h) **‘Office’** means an office of the concerned officer i.e., Block Development & Panchayat Officer and District Development & Panchayat Officer, as the case may be, for the purpose of calculation of prescribed tenure and entitlement of Assistants for transfer from One office to another under this policy;

- (i) *Reference to “he” includes “she” too*

4. **General Principles:**

(i) **Time Schedule for online transfers:**

- (a) General transfers online will be made only once in a year. However, transfer/posting necessitated by promotion, direct recruitment, posts needed to be filled up in public interest, can be made anytime by the competent authority.
- (b) The online process will be completed upto 31st March and implemented after 31st March or as per exigency/convenience of the Department.

(ii) **Liable to be posted anywhere:**

Assistants are liable to be transferred under this Policy in any office or anywhere in the State, in public interest, on completion of prescribed tenure.

(iii) **Computerization of relevant service record of Assistants:**

The Department shall ensure that all Assistants enter their service record in HRMS. Every Assistant shall be responsible for the accuracy and regular updation of data in the Management Information System in respect of his credentials, otherwise the Department shall be at liberty to post him anywhere in the State.

- (iv) **Rationalization and Blocking of posts:** To avoid disproportionate concentration of Assistants at a particular station, the department shall rationalize their sanctioned posts and also block actual vacant posts to be kept vacant in the transfer drive. In the long run, however, the department may increase/decrease the total number of sanctioned posts as per its assessment/requirement in consultation with Work Assessment Cell in the Administrative Reforms Department and Finance Department.

5. **Merit Criteria for allotment of post:**

- (a) Merit for allotment of vacant post to an Assistant shall be based on the total composite score of points earned by him, out of 80 points as described below. The Assistant earning highest points shall be entitled to be transferred against a particular vacancy.
- (b) Age shall be the prime factor for deciding the claim against a vacancy since it shall have weightage of 60 points, out of total points.

- (c) A privilege of maximum 20 points can be availed by the Assistants of special categories as indicated below:-

A. Age : The first set of merit points will be the Age of the Assistants concerned enumerated below:-

Sr. No.	Major Factor	Sub-Factor	Max. Points	Criteria for calculation
1	Age (Present date i.e. (1 st January of the year of consideration minus date birth)	Eldest person shall be given maximum points.	60	Age in number of days /365 (Maximum four decimal points only)

B. Special Category:

The second set of merit points will come from the **Special Category** enumerated hereinafter:

Sr. No.	Major Factor	Sub-Factor	Max. Points	Explanation
1.	Gender	Female	10	10 points shall be given to all female Assistants
2.	Special Category female Assistants	Widow/divorced/separated unmarried female Assistants more than 40 years of age/wife of serving Military personnel/Paramilitary personnel working outside the State	10	All female of this category shall be given 10 marks only.
3.	Special Category Male Assistants	Widower who has not re-married and has one or more minor children and / or unmarried daughter(s)	5	Eligible widowers shall be given 5 points only.
4	Differently abled persons	Vision	20	(i) For person having vision and locomotors disabilities, the following marks to be given: 31% to 50% = 10 Marks Above 50% and upto 75% = 20 Marks (ii) For persons having disability in deaf and dumb, the following marks to be given: 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" i.e. a) Currently suffering from cancer, or b) Having undergone by-pass heart surgery; or c) Kidney transplant; or d) Currently undergoing dialysis.	Self	10	Valid medical certificate issued during last one year by AIIMS (Including its branches in Haryana), PGI Rohtak, PGI Khanpur Kalan, Kalpana Chawla Medical College, Karnal, PGI Chandigarh, Medical College of Haryana Govt. or a Medical Board so constituted.

6	Diseases of "Debilitating Disorders"	Spouse/unmarried Children	10	Valid medical certificate issued during last one year by AIIMS (Including its branches in Haryana), PGI Rohtak, PGI Khanpur Kalan, Kalpana Chawla Medical College, Karnal, PGI Chandigarh, Medical College of Haryana Govt. or a Medical Board so constituted.
7	Differently abled or mentally challenged children	Male/Female Assistant having Mentally challenged or 100% differently abled child	10	Male/Female Assistants having mentally challenged or 100% differently abled children shall be provided maximum 10 points.
8	Couple case	Male/Female Spouse	5	Employees' spouses working in Department/Board/Corporations under any State Govt. or Govt. of India

Note: If husband and wife, both are working in any department/Board/Corporation under any State Govt. or Govt. of India, the benefit of 05 points under category of "Couple Case" above can be claimed by only one of them for which he/she has to submit a declaration in this regard that the spouse has not taken the benefit of this category. This self declaration should be uploaded on the portal at the time of participating in the drive.

- d. The Assistants form more than 75% vision loss; or having more than 75% locomotors disability for any reason; or currently suffering from cancer; or having undergone by-pass surgery; or kidney transplant or 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 transfer drive, provided occupied by them does not fall in non-existent/block category. However, the certificate of cancer should not be more than six months old. Further, there will not be any bar to opt any office/institution of these categories of employees.

6. Procedure to be adopted:

- i. Head of Department shall seek preferences for choice of station from the eligible Assistants for transfer. The transfer exercise shall be carried out only through approved web based application. In case of employees who exhaust their preferred choices, before posting them under 'Anywhere in the State' option, the department shall again seek their options against the remaining available posts at that point of time. Changes in the transfer software will be made accordingly so that they are not randomly posted too far from their place of posting.
- ii. The option once availed and confirmed by the Assistant shall be final and cannot be changed.
- iii. An Assistant who is due for superannuation within one year or less service shall not be eligible to participate in the transfer drive unless he so desires.
- iv. Merit criteria for allotment of station will be as per Para 5 above.
- v. All transfers shall be implemented within seven days of their issuance. The DDO concerned shall not draw the salary of the employees who have not complied with the orders.
- vi. A Committee headed by the Deputy Commissioner and comprising of CMO and District Development and Panchayat officer may recommend deputation/temporary transfer of an Assistant after the transfer drive, on the basis of genuine and compelling reasons. A web portal will be provided for taking online applications from the Assistants for this purpose. The Committee will scrutinize such cases and send their recommendations to the Govt. which will be dealt under relaxation clause of the Transfer Policy.
- vii. Online general transfer due to completion of prescribed tenure of five years shall be treated as transfer in public interest' and in such case the joining time and composite transfer grant shall be admissible as per provision in Haryana Civil Services Rules, 2016.

7. Bar against canvassing: No Assistant shall canvass for his case except through a representation to the Head of Department or to higher authorities in Haryana, as per this 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 as per Para 6 above.

- 8. Appointment by promotion/ direct recruitment:** Assistants taken in a cadre through direct recruitment /promotion/repatriation shall be posted in the office of eligibility and availability. The posting will be a temporary one and they will have to participate in the next transfer drive.
- 9. Opportunity of option to certain categories:** The following categories of employees will not be transferred unless they desire to participate in the relevant transfer drive:-
- Assistants having 12 months or less in retirement on the date of next transfer drive;
 - Unmarried female Assistants upon marriage; (in current financial year)
 - Married female Assistants upon divorce; or (in current financial year)
 - Widow or widower Assistants on death of spouse; (in current financial year)
- In case the female Assistant belonging to the category b) to d) desire to participate in the transfer drive, the newly married, a recently divorced female employees shall be given the preferred place of posting against vacancy upon request after the transfer drive. However, they shall have to participate in the next transfer drive be married or widower and that time they shall be adjusted at any of their top 3 choices against available post.
- 10. Posting in remote areas: Incentive for serving on the choice of Anywhere in the State:** If an Assistant opts for 'anywhere in the State' and is thereafter posted in an office in Morni Hills Area or Nuh District against a vacancy for which no employee has opted, he will be paid remuneration @ 10% of the Basic Pay + D.A. during the period of said posting provided this incentive shall not be admissible in case of transfer in home district Nuh and Panchkula.
- 11. Clarification & Implementation:** In case of any doubt or difficulty in making out the true intention of the provisions of this policy, the Administrative Department in consultation with General Administration Department shall be the competent authority to clarify such doubt or to remove such difficulty by issuing a reasoned order to this effect.
- 12. Power to relax:** Notwithstanding anything contained in the policy, the Administrative Secretary to Govt. of Haryana with the prior approval of the Chief Minister, Haryana, shall be competent to transfer an employee to any place in relaxation of any or all of the above provisions after recording reasons justifying such relaxation.

Chandigarh:

Dated:

ANIL MALIK
Additional Chief Secretary to Government Haryana,
Development & Panchayats Department,
Haryana, Chandigarh.