

From

The Principal Secretary to Government Haryana,
Development and Panchayats Department.

To

- (i) Chief Engineer, Panchayati Raj Public Works Haryana;
- (ii) All the Superintending Engineers, Panchayati Raj Circles in the State of Haryana;
- (iii) All the Executive Engineers, Panchayati Raj Divisions in the State of Haryana;
- (iv) All the Sub Divisional Engineers, Panchayati Raj Sub Divisions in the State of Haryana; and
- (v) All the Block Development & Panchayat Officers in the State of Haryana

Memo No.AA-4/2018/ 105976-325
Chandigarh dated the 04/12/18

Sub: **Online Transfer policy in respect of Junior Engineer.**

Please refer to department Memo No.AA-2-2012/30147 whereby a comprehensive transfer policy in respect of all employees of the department including Junior Engineer was determined and circulated among the field.

As you are aware that in the recent past Government had decided to adopt online transfer policy of Education Department in respect of Teachers for employees of the departments where their cadre strength is more than 500, accordingly, the department has formulated the online transfer policy in respect of Junior Engineers. A copy of such online transfer policy is sent enclosed herewith for information and necessary action and with the request to bring it into the notice of all Junior Engineers.

Naveen 04/12/18
Superintendent (Admn.I)

DA/As above.

For Principal Secretary to Government Haryana,
Development and Panchayats Department

P. Singh
4.12.18

Endst.No.AA-4/2018/ 106326-34 Chandigarh dated 04/12/18

A copy of the above is forwarded to the following;

- (iii) PS/PSCM, PS/OSDCM, PS/DPM, PS/PSDP, PA/ASD for kind information of Hon'ble C.M., DPM and worthy PSDP and ASD; and
- (iv) AE (IT) headquarters

Naveen 04/12/18
Superintendent (Admn.I)

DA/As above.

For Principal Secretary to Government Haryana,

Final Copy

Online Transfer Policy For Junior Engineers, 2018
(as on 4/12/ 2018)

1. Vision:

The Online Transfer Policy should aim to harmonise objectives of organization, avoid development of vested interests, and provide exposure to the Junior Engineers working in different regions, inter alia overall growth of the Junior Engineers. 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 Junior Engineer should be with the approval of the Committee constituted for this purpose, reasons to be recorded in writing by the Committee.

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) Section means the smallest unit in the organizational structure on the engineering side under the charge of the Class-III employee of sectional officer rank i.e. Junior Engineer. The Junior Engineer is responsible for this section.
- (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 Junior Engineer shall be 5 years in a Section or in a block and maximum of 10 years in a district. In case, any minor/ major penalty is imposed, he shall be transferred anywhere in the State.

4. Main features:

- (i) Junior Engineers are liable to be transferred in any Section of 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.

5. Identification of Section:

- (i) Identification of Sections 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 Section within one month of the completion delimitation exercise without disturbing the total number of Sections 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 Junior Engineers 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 Sections from the Junior Engineer completing 3 years in one Section 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 Junior Engineer 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 Junior Engineer 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 Junior Engineers 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	05	05 points shall be given to all female employee
2	Special Category female Junior Engineer	i. War Window ii. Widow/divorced/separated/unmarried female Junior Engineer more than 40 years of age/wife of serving Military personal/Paramilitary personal working outside the State	07 05	
3	Special Category male Junior Engineer	Widower who has not re-married and has one or more minor children and/or daughter(s)	05	Eligible widowers shall be given 05 points only. In case of remarriage of self/ children becoming major/ daughter getting married, the employee will have to update his profile on HRMS and will not be eligible for this advantage anymore.
4	Differently abled persons	Vision Locomotors Deaf & Dumb	15 15 15	40% to 60% disability=10 Marks. Above 60% to 80%=15 Marks Above 80%=20 Marks
5	Diseases of "Debilitating Disorders" <u>List of Diseases:</u>	Self Spouse/unmarried Children	08 07	Valid certificate issued by AIIMS (including its branches in Haryana); PGI Rohtak; PGI

	<ol style="list-style-type: none"> 1. Chronic Heart disease and Chronic Artery diseases. Chronic Renal failure 2. Brain Tumours and Malignancy of different organs 3. Paraplegia/ Cuadriplegia/ Hemiplegia 4. Multiple Sclerosis, Myasthenia, Gravis, Parkinson's Disease 5. Thalassaemia, Haemophilia, Aplastic Anaemia, Myelodysplastic disorders 6. AIDs 7. Liver and Kidney Transplant 			<p>Chandigarh; KhanpurKalan; KalpanaChawla Medical College, Karnal; or Duly Constituted Medical Board only.</p> <p>A certificate shall be considered valid for 3 years only – after 3 years new certificate shall be required to be submitted.</p>
6	Differently abled or mentally challenged children	Mentally challenged or 100% differently abled child	10	Valid certificate issued by AIIMS (including its branches in Haryana); PGI Rohtak; PGI Chandigarh; KhanpurKalan; Kalpana Chawla

				Medical College, Karnal; or Duly Constituted Medical Board only.
7	Couple case	Only female spouse	10	Employees' spouses working in state govt., center Govt, PSUs created under acts or rules.
8	Annual Confidential Report (ACR)	Evaluated through written ACR of last year	05	Outstanding = 05 marks Very Good = 02 marks Not written = 0 marks
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, Junior Engineer 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)(B) (7) 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 Junior Engineer.

b) **Deemed Vacancy:**

(i) Involuntary deemed vacancy: A post of any cadre, held by an Junior Engineer 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 Section of posting;

or

A post occupied by an Junior Engineer 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 Junior Engineers 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 Junior Engineer 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 Junior Engineers may remain unfilled at any given point of time due to shortage of Junior Engineers in the department. To avoid disproportionate concentration of Junior Engineer in some Sections, the department may block some actual vacant posts to be kept vacant in the transfer drive.

(iii) Posts occupied by contractual employees shall not be considered as “vacant”.

9. **Procedure to be adopted:**

(i) Employee suffering from

- a) 100% vision loss; or
- b) 70% 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 Section for these categories of Junior Engineers.

- (ii) Junior Engineers having 12 months or less in retirement shall not be transferred if they are not willing to participate in transfer drive.
- (iii) Unmarried female Junior Engineers upon marriage, married female Junior Engineers upon divorce or death of spouse can, on request, be permitted to participate in the next transfer drive after the event.
- (iv) Junior Engineers taken in a cadre through direct recruitment/promotion/repatriation shall be posted in the Section in Blocks as per eligibility and availability.
- (v) Minimum stay at a Section for seeking transfer shall be three years.
- (vi) In grave administrative exigency, the department shall be at liberty to post any Junior Engineer at any station across the state.
- (vii) Junior Engineers 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 Section across the state in the Blocks having high deficiency.
- (viii) Every Junior Engineer 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 Junior Engineers who have not complied with the orders and disciplinary action shall be initiated against them by the competent authority.
- (xi) The Junior Engineers transferred on administrative grounds or misconduct will not be transferred back to the same Section where from they were transferred on such grounds.

- (xii) Within 15 days of issuance of orders, the Junior Engineer 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 shall be competent to transfer any Junior Engineer 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 Junior Engineer shall canvass for his case except through the grievance redressal mechanism provided for in para 9(xii) 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(xii).