

State Transport Haryana (Commercial Wing) Employees Online Transfer Policy.

1. Vision:

To ensure equitable distribution of employees of Transport Department Haryana at different locations in a fair and transparent manner and to maximize the job satisfaction amongst employees and further to improve the performance of Transport Department Haryana.

2. Application:

This policy shall be applicable to the posts mentioned in schedule-A appended to this policy. Whenever the department creates a new transferable post then it will be part of the schedule-A.

3. Definitions:

In this policy, unless the context requires otherwise:

- (i) '**Blocked Posts**' means the vacancies of a cadre that remain unfilled at any given point of time due to shortage of employees in the department.

- (ii) '**Prescribed tenure**' means the time period for which an employee, eligible to be transferred under this policy, shall be allowed to get posting at a station. This period can be continuous or in parts due to different postings at different times. For calculation of tenure of posting, the time spent even on temporary administrative deployment, as against a regular posting, at a station, shall be taken into account.

- (iii) '**Service**' means duty period and all kinds of leave including extraordinary leave availed by a Government employee during the prescribed tenure.

- (iv) **'Employees of special category'** means the blind employees or the differently abled employees or their children and spouse, women employees, women headed households, widows, widowers, couple case, employees suffering from Diseases of Debilitating Disorder.
- (v) **'Station'** means the place of posting. One district will be one place of posting. In all, places of posting will be equal to total districts.
- (vi) **'Vacant post for transfer'** means
- (a) a post not occupied by any employee;
 - (b) a post presently occupied by an employee for a period of three years or more;
 - (c) a post on which an employee has been appointed by temporary transfer or due to non-availability of online transfer drive.
 - (d) a post occupied by an employee 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 station 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 employee 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: Total vacant posts will be determined and notified by 31st March every year.

(vii) 'Officers of Doubtful Integrity' means the employees who are convicted in a court of law or awarded major penalty in criminal or disciplinary proceedings respectively, on charges of lack of integrity, or for an offence involving moral turpitude or against whom such proceedings are pending. An ODI list approved and updated by the head of department shall be regularly published on the website of the department.

4. Main features:

- (i) The transfer policy shall be implemented using online web application software with data entered in HRMS. Data of all transferable posts shall be kept updated in the HRMS. For a post to be transferable, it must have been distributed to all 24 stations to open up enough options for transfer of an employee in his career.
- (ii) Rationalization and blocking of posts: To avoid disproportionate concentration of employees at a particular station, the department shall rationalize sanctioned posts and also block actual vacant posts to be kept vacant in the transfer drive. In the long run, however, the departments may increase/decrease the total number of sanctioned posts with the approval of the Government.

5. Time schedule:

- (i) Periodicity of the transfers: transfers shall be made only once in a year. However, transfer/ postings necessitated by promotions/ direct recruitments, posts needed to be filled up in public interest, can be made anytime.

- (ii) The following time schedule shall be followed, so far as feasible.
 - (a) Rationalization of posts, preparation of provisional actual vacancy list, deemed vacancy list, list of vacancies to be filled/blocked shall be prepared and circulated/provided by 31st March of every year.
 - (b) Employees of the department must fill their preferences for as many choices of stations as he/she is eligible for, on or before 31st of March of every year, on the portal, failing which department shall be on liberty to transfer the employees on the available vacant posts at any station.
 - (c) Transfer orders shall be issued by 31st of March every year against vacancies accrued.
 - (d) Qualifying date of actual vacancies, deemed vacancies, count of stay shall be 31st March of the calendar year of transfer.

6. Basic Principles:

- (i) The options for transfer to particular stations, once availed and confirmed, shall be final and cannot be changed. Unless protected under a provision of this policy, every employee having three years of stay/tenure on a particular station has to be compulsory shifted to another station.
- (ii) Tenure of postings at any station shall not exceed three years. An employee, normally, has 35 years of service. In the Transport Department Haryana there are 24 stations of posting. While calculating the tenure of an employee for the purpose of this policy, the date from which someone is working at a station on 31st March of the calendar year of

transfer shall be counted irrespective of the fact he has been appointed by temporary transfer/attachment or otherwise.

- (iii) Head of the Department shall seek preferences for choice of all depot(s) from the eligible employees for transfer. The transfer exercise shall be carried out only through approved software application.
- (iv) The option once availed and confirmed by the employee shall be final and cannot be changed. An employee shall be eligible to opt any /all number of depots available to him, across the state. He will be free to give preferences in order of his choice. *To illustrate, if an employee wants his/her transfers to Ambala, Kurukshetra, Kaithal, Karnal so on and so forth in order of his individual preference then he will be eligible to do so.* The department would be at liberty to post an employee anywhere in the state if he/she fails to get one of his/her preferred options. Therefore, all eligible employees are advised to submit maximum options as suitable to them so that their chances of getting posted on any other station may be reduced.
- (v) In case any employee having completed three years of stay at a particular station does not submit his/her preference for a station, then he/she will be liable to be posted anywhere as per the vacancy and terms of the policy. Once posted at one station, he shall be eligible to seek transfer only after completion of one year of stay at that station.
- (vi) **Any employee can participate in transfer drive voluntarily irrespective of his stay at his current place of posting in the 1st online transfer drive only and transfer will be carried out against actual/deemed vacancies. Any employee, who is not declared as surplus at that particular station, may continue unless any senior employee as per laid down criteria, opts for the said posting/station.**
- (vii) An employee having 12 months or less of service till retirement shall not be transferred, if he/she is not willing to participate in transfer drive without any administrative reason.

- (viii) No request for mutual transfer shall be considered.
- (ix) A Committee headed by the Deputy Commissioner and comprising the CMO and General Managers of the concerned Depots of Haryana Roadways, may recommend deputation/temporary transfer of an employee after the transfer drive, on the basis of genuine and compelling reasons. Such recommendations shall be submitted on the web portal of the department. The Committee will scrutinize such cases and send their recommendations to the Govt. which will be dealt under relaxation clause of Transfer Policy.

7. Merit criteria for allotment of posts:

- (a) Merit for allotment of vacant post of an employee shall be based on the total composite score of points earned by the employee, out of 80 points as described below. The employee earning highest points shall be entitled to be transferred against a particular vacancy.
- (b) Age shall be the prime factor for deciding the claim of an employee against a vacancy since it shall have maximum weightage of 60 points, out of total points.
- (c) A privilege of maximum 20 points can be availed by the employees of special categories as indicated hereinafter.
- (d) Criteria for calculation of merit points to be considered for deciding competitive claims of transfer to the stations:

A) Age: The first set of merit points will be the Age of the Government employee 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 of 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 employees.
2.	Special Category female employees	Widow/divorced /separated/ unmarried female employee 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 employees	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
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.	Disease of "Debilitating Disorders"	Self/Spouse/unmarried Children	10	Valid 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.	Couple case	Only applicable to female employees.	5	Employees' spouse working in any Department/ Board/ Corporations under any State Govt. or Govt. of India.

(e) Notwithstanding anything contained in this policy the provision of compulsory transfer after three years from a station shall not apply to the following category of employees, subject to provisions of para 6 (vi) and para 8 (v):

(i) who are 100% blind

- (ii) having 80% or more locomotors disabilities involving both the legs,
- (iii) currently suffering from cancer ;
- (iv) currently undergoing dialysis.
- (v) Male/Female employee having mentally challenged or 100% differently abled child.

However, they shall be free to willingly participate in a transfer drive. If they do so, they shall be allotted 81 merit points to decide the competitive claims of transfer to any station. The rationale behind allotting 81 merit points to this category is that these employees are severely incapacitated, so they should not be forced to compete with other employees of special category of para 7(d) (B).

Note: The benefits under this para shall be available only on the basis of a 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.

8. Procedure to be adopted:

- (i) Head of Department shall seek preferences for choice of station from the eligible employees for transfer. The transfer exercise shall be carried out only through approved web based application.
- (ii) The option once availed and confirmed by the employee shall be final and cannot be changed.
- (iii) Merit criteria for allotment of station will be as per para-7 above.

- (iv) In a grave administrative exigency, for reasons to be recorded in writing, the department shall be at liberty to post any employee at any station. This provision shall be invoked only in rarest of rare cases.
- (v) Employees declared surplus from a station as part of the rationalization of posts shall compulsorily participate in the transfer drive, even if employee has not completed the three years tenure on that station. In case of their non-participation in transfer drive for any reason their salary from such posts shall be stopped and the department shall be at liberty to post them at any office of General Manager, Haryana Roadways or Head Quarter having high deficiency in that cadre.
- (vi) Every employee shall 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 office of DTO-cum-Secretary, Regional Transport Authority or Head quarter having high deficiency in that cadre.
- (viii) All transfer orders shall be implemented within seven working days of the date of issuance. The treasury offices concerned shall not draw the salary of the employees who have not complied with the orders.
- (ix) Employees transferred on administrative grounds of misconduct shall not be transferred back to the same office from where they were transferred on such grounds.
- (x) Distribution of employees at different stations shall be possible only through the mode of regular transfers. No temporary deployment shall be allowed.
- (xi) In the event of tie among the same category of employees, preference shall be given to a female employee over male employee.

- (xii) In the event of tie among the employees of same gender the preference shall be given to the employee who is older in age.
- (xiii) The employees aggrieved can represent to the Director General, State Transport, Haryana, in case of any grievance against the transfer orders under this policy, after joining at new place of posting. Their representation shall be considered in accordance with the policy and appropriate decision shall be conveyed to them as deemed fit.

9. Bar against canvassing:

No employee shall canvass for his case except through a representation to the Head of Department, as per this policy. All other individual representations shall be treated as an attempt to bring extraneous influence on the due process.

10. Appointment by promotion/direct recruitment:

Employees inducted in a cadre through direct recruitment/promotion/repatriation shall be posted at the station of eligibility and availability.

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 / Principal Secretary to Government of Haryana, Transport Department 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 provision after recording reasons justifying such relaxation.

Schedule - A

Sr. No.	Name of Cadre	Group of cadre
1	Clerk	C
2	Inspector	C
3	Sub Inspector	C
4	Driver	C
5	Conductor	C
6	Mechanic	C
7	Store Keeper	C
8	Yard Master	C