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क्रमांक 45/22/90-5 जी

प्रक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त प्रमोदाला, हिमाचल, रोहतास तथा गुडगांव मंडल।
2. सभी उपायुक्त तथा सभी तृण मंडल अधिकारी (नागरिक) हरियाणा राज्य।
3. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय।

दिनांक लखीगढ़ 13 सितम्बर, 1991।

विषय :—सामान्य स्थानान्तरण निधि-राजपत्रित अधिकारियों का गृह जिले में स्थानान्तरण।

सहाय्य,

उपरोक्त विषय की ओर मुझे आपका ध्यान आकर्षित करवा दूँ। यह कहने का निदेश हुआ है कि सरकार के ध्यान में आया है कि कई विभाग सरकार के परिषद क्रमांक 45/7/89-5 जी.एम.-[ दिनांक 7-4-1989 द्वारा जारी की गई हिदायतों के पैरा (5) का पालन दृढ़ता से नहीं करते या राजपत्रित अधिकारियों को उनके गृह जिले में लगाने के लिए किसी न किसी आधार पर कम हिदायतों में छूट प्रदान करते हैं। इन हिदायतों के पैरा (5) में सरकार ने इस उद्देश्य से यह व्यवस्था की थी कि केवल उन अधिकारियों/विभागों का छोड़ कर जिनका उल्लेख इन हिदायतों में किया गया है कि राजपत्रित अधिकारी का उसके गृह जिले में न लगाया जाये। इन हिदायतों में छूट नहीं दी जानी चाहिये जब कि ऐसा किया जाना कुछ मामूल आधार एवं मानकीय दृष्टि से अनिर्वाह है। अतः इस बारे में अनुरोध किया जाता है कि इन हिदायतों का कठोरता से पालन किया जाए।

इसके अतिरिक्त सरकार ने यह भी निर्णय लिया है कि जो अधिकारी मुख्य सचिव (सामान्य प्रशासन शाखा) की अनुमति से गृह जिले में लगे हुए हैं (जिला महेंद्रगढ़ तथा जिला भियानी में लाहाल (सहस्रील का छोड़कर) उपरोक्त के दृष्टिकोण उन्हें भी गृह जिले में वाहुर स्थान दिया जाये और किसी अधिकारी का उपरोक्त दिश में लगे बांगणों से अपने गृह जिले में रखना प्रति आवश्यक ही तो वह मामला मुख्य सचिव की अनुमति के लिये भेजा दिया जाये।

भवदीया,

हस्ता/-

उप सचिव सामान्य प्रशासन

उत्तः मुख्य सचिव, हरियाणा सरकार

एक प्रति समस्त विभागाध्यक्ष/आयुक्त एवं सचिव, हरियाणा सरकार को मुख्य सचिव, अतिरिक्त कार्यवाही हेतु भेजी जाती है।

हस्ता/-

उप सचिव, सामान्य प्रशासन

उत्तः मुख्य सचिव, हरियाणा सरकार।

सेवा में

सभी विभागाध्यक्ष/आयुक्त एवं  
सचिव/हरियाणा सरकार।

अशा क्रमांक 45/22/90-5 जी.एम.।

दिनांक लखीगढ़ 13 सितम्बर, 1991।

all Deputy Commissioners and Sub-Divisional Officers (Civil) in Haryana.

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2. The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 7th April, 1989.

Subject :- Policy and guidelines for postings and transfers.

Sir,

I am directed to refer the subject noted above and to state that Government have decided that the following policy and guidelines should be followed while making postings and transfers of Government employees :-

- (i) In the interest of economy, the number of transfers should be kept to the minimum.
- (ii) In order to maintain continuity and in the interest of efficiency of work the minimum period for continuously serving on a post shall normally be three years. Employee should not be transferred from a post earlier unless it is essential to do so on exceptional grounds of public interest.
- (iii) The maximum period for continuously serving on a post shall normally be five years. This maximum period shall not be applicable in respect of the employees who are working in Colleges, Schools and Laboratories including employees working in Industrial/Technical Training Institutions. This maximum period of the five years shall also not apply to Government employees both gazetted and non-gazetted, who are due to retire within the next two years and they may be allowed to continue on their present posts till retirement.
- (iv) Employees should be discouraged from approaching higher authorities by-passing the normal channels in the matter of their postings and transfers. It should be made clear that such approach will render them liable to disciplinary action and suitable adverse entries will be made in their annual confidential reports. The competent authorities should however, consider sympathetically the cases involving hardship i.e. serious illness etc.
- (v) Gazetted officers should not be posted in their home districts with the exceptions enumerated below as laid down in letter No. 8508-G1-8-25184, dated 16.8.1958 :-
  - (a) officers posted in the Secretariat;
  - (b) Heads of Departments ;
  - (c) Divisional Commissioners ;
  - (d) Superintending Engineers and similar officers in the other departments whose official jurisdiction comprises more than one districts ;
  - (e) Officers posted in the Offices of (b), (c) and (d) above ;
  - (f) Professors and Senior Lecturers in the Education Department ; and
  - (g) Doctors posted in the Medical Colleges in the State.
- (vi) When husband and wife are in Government Service, it is desirable to keep the couple at one station as far as possible. Even in cases where the wife is in Government Service and husband in under a private employment, it will be desirable to post the wife near or at the same place. Efforts should also be made to post unmarried girls and widows at stations suitable to them as far as possible. Unmarried girls and widows should be given preference over couple cases in the matter of postings and transfers at stations convenient to them.

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(vii) As far as possible, the handicapped and the blind employees be shown due consideration to mitigate their inconvenience while considering the question of their postings and transfers.

2. The above policy instructions cover only the broad outlines of the policy of Government. There may be some peculiar circumstances in some departments. The heads of such departments may, where necessary, issue separate instructions of cover such peculiar circumstances, with the prior approval of the Chief Secretary in the Department of General Administration. These instructions should, however, be within the frame-work of the Government policy.

3. (a) Heads of Departments and other authorities empowered to order postings and transfers, should issue such orders in accordance with these guidelines. No proposal for postings and transfers of non-gazetted staff should be referred to Government save in accordance with these guidelines, or in exceptional circumstances.

(b) Proposals concerning those gazetted and other employees will however, continue to be referred to Government for orders, in whose case Government is the competent authority for ordering postings and transfers.

4. Transfers in all the departments in the State during 1989-90 shall be made only from 7th April to 30th April, 1989, except the staff of the following departments, transfers of which be made during the period noted against them :

i) Food & Supplies Department	} 1st July to 31st July, 1989
ii) Cooperation Department	
iii) Teaching staff of	
(a) Technical Education	
(b) Industrial Training	
iv) Transport Department (Class III & IV staff only)	} 15.4.89 to 15.5.89
v) Teaching and other Staff of Education Department.	
(a) School Cadre	
(b) College Cadre	1.6.89 to 30.6.89

5. No order of transfer should be issued after the stipulated dates without the prior approval of the Chief Minister.

Yours faithfully,

Sd/-  
Under Secretary General Administration,  
for Chief Secretary to Government, Haryana

A copy each is forwarded for information and necessary action to all Financial Commissioners/Commissioners and Secretaries to Government, Haryana.

Sd/-  
Under Secretary General Administration,  
for Chief Secretary to Government, Haryana.