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PART – I

Notifications, Orders and Declarations by Haryana Government

HARYANA GOVERNMENT

FINANCE DEPARTMENT

Notification

The 13th January, 2023

No. 14/32/2021-5FA.— The online Transfer Policy to regulate the transfer of Section Officers of SAS (OB) Cadre in Treasury and Accounts, Department, Haryana is notified herewith which shall come into force with immediate effect.

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 *Section Officers of SAS (OB) Cadre*.
2. **Application:** This Policy shall be applicable to all the *Section Officers of SAS (OB) Cadre*, working on regular basis in various offices in the State of Haryana against sanctioned strength of 300 and above.
3. **Definitions:** In this policy, unless there be anything repugnant in the subject or context:
 - (a) **'Blocked Posts'** means the vacancies of a cadre which are kept unfilled at any given point of time due to shortage of employees in the department;
 - (b) **'Employees of Special Category'** means the differently abled/handicapped employees or their child/children or spouse, women employees, women headed households, widows, widowers, couple case, employees suffering from Diseases of Debilitating Disorder;
 - (c) **'Prescribed Tenure'** means the tenure of appointment for a period of five years in a Zone and three years in an office within the Zone. While calculating the tenure of an employee for the purpose of this policy, the date from which someone is working in an office upto 31st March of the Calendar year of transfer shall be counted irrespective of the fact that he has been appointed by temporary transfer or otherwise. However, an employee may participate in the transfer drive subject to completion on minimum three years' service in a Zone or two years within a Zone.
 - (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 Government employee during the prescribed tenure;
 - (f) **'Transfer'** means posting/appointment from one Zone (Office) to another on or before completion of prescribed tenure in a Zone (Office).
 - (g) **'Vacant Post for transfer'** means

- (i) a post not occupied by any employee;
 - (ii) a post presently occupied by an employee for a period of five years or more in a Zone or three years or more within the Zone. An employee suffering from Diseases of Debilitating Disorders shall be liable to participate in Online Transfer Policy on completion of prescribed tenure if he is willing to participate in the drive.
 - (iii) a post on which an employee has been appointed by temporary transfer or due to non-availability of online transfer drive;
 - (iv) 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 a Zone (Office) where he is presently posted.
 - (v) a post occupied by an employee who has been promoted within the last one year but has forgone the same.
- 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 due to litigation reasons 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 circulate it for the benefit of stakeholders. Depending upon input from stakeholders, which should be received within 7 days from date of circulation, such list may be amended if required.
- Note 4.** It is mandatory for employees of special category to give their willingness or unwillingness as per conditions mentioned in this policy.
- (h) ‘**Zone**’ means District (all offices in a district) is an area prescribed as a ‘Zone’ by the competent authority for the purpose of calculation of prescribed tenure and entitlement of an employee for transfer from one office to another under this policy. However, Chandigarh, will be considered as a district for this purpose and it will include posts of Section Officers posted in BBMB (including all offices of BBMB falling outside the State of Haryana). Posts of Section Officers in Delhi will be included in Gurugram District. Intra-Zonal transfers will involve change of office in the same station within the Zone.
- 4. General Principles:**
- (i) Time Schedule for online transfer**
 - (a) General transfer will be done online once in a year. However, transfer/posting necessitated by promotion/direct recruitment/misconduct/disciplinary action/punishment, posts needed to be filled up in public interest, can be done anytime by the competent authority to meet administrative exigencies, operational efficiency.
 - (b) The online process will be completed up to 31st March and implemented on 1st of May of each year or any subsequent date or as per exigency/convenience of the Department/Government.
 - (c) The qualifying date for calculating number of vacancies, merit points and stay at a place of posting shall be 31st March of the calendar year in which the transfers are to be made.
 - (ii) Liable to be posted anywhere:**
Employees are liable to be transferred under this policy in any District (Office) or anywhere in the State, in public interest, on completion of prescribed tenure.
 - (iii) Computerization of relevant service of employees:**
The Department shall ensure that all employees enter their service record in HRMS. Every employee shall be responsible for the accuracy and regular updating of data in the Management Information System in respect of this credentials, otherwise the Department shall be at liberty to post him/her anywhere in the State.
 - (iv) Rationalization and Blocking of posts:**
To avoid disproportionate concentration of employees at a particular District, the department may rationalize its sanctioned posts and also block the sanctioned posts as per requirement of the department for a particular District. However, the total number of sanctioned posts may be increased or decreased as per their assessment/requirement in consultation with Work Assessment Cell in the Administrative Reforms Department, Haryana and Finance Department, Haryana.

5. Merit Criteria for allotment of post:

- (a) Merit for allotment of vacant post to 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 available as per his/her preference subject to his/her order in merit.
- (b) Age shall be the prime factor for deciding the claim of an employee 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 an employee of special category as indicated below:-

(A) Age: The first set of merit points will be the Age of the Government employee concerned, calculated as below:				
Sr. No	Major Factor	Sub-Factor	Max. Points	Criteria for calculation
1.	Age (Present date i.e. 1 st January of the year considered minus date of birth)	Eldest person shall be given maximum points.	60	Age in number of days /365 (Maximum four decimal points only). An employee suffering from Diseases of Debilitating Disorders will be given 60 Points for age factor if he/she is willing to participate in the transfer drive.
(B) Special Category: The set of merit points for special category employees are enumerated below:				
Sr. No	Major Factor	Sub-Factor	Max. Points	Criteria for calculation (Explanation)
1	Gender	Female	10	10 points shall be given to all female employees.
2	Special category female employees	Widows/divorced/ separated/ unmarried female employee more than 40 years of age/wife of serving Military personnel/ Paramilitary personnel working outside the State.	10	All females of this category shall be given 10 marks only.
3	Special category male employee	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	40% to 60% disability =10 Marks. Above 60% to 80% = 15 Marks. Above 80% = 20 Marks.
Locomotors		20		
Deaf and Dumb		20		
5	Diseases of "Debilitating Disorders" i.e. (a) currently suffering from cancer, or (b) having undergone by-	Self	10	Valid medical certificate issued during last one year by AIIMS (Including its branches in Haryana), PGI Rohtak. PGI Khanpur Kalan, Sonipat, Kalpana Chawla Medical

	pass heart surgery; or (c) Kidney transplant; or (d) Currently under-going dialysis.			College, Karnal, PGI Chandigarh. Medical College of Haryana Govt. or a Medical Board so constituted. An employee suffering from Diseases of Debilitating Disorders will be given 20 Points if he/she is willing to participate in the transfer drive.
6	Disease of “Debilitating Disorders.”	Spouse/unmarried children.	10	Valid certificate issued during last one year by AIIMS (Including its branches in Haryana), PGI Rohtak, PGI Khanpur Kalan, Sonipat, Kalpana Chawla Medical College, Karnal, PGI Chandigarh. Medical College of Haryana Government or a Medical Board so constituted.
7	Differently abled or mentally challenged child.	Male/Female employee having Mentally challenged or 100% differently abled child.	10	Male/Female employees having mentally challenged or 100% differently abled child shall be provided maximum 10 points.
8	Couple case	Male/Female Employee	5	An employee's spouse working in any Department/Board/Corporations under any State Government or Government of India.
9	Earning Performance	An employee earning good performance through ACR of last one year or any ACR during the last 3 years, if last ACR not available.	5	Grading of ACR Outstanding =5 Very Good =3 Good =2 Others =0
10	Negative Performance	An employee awarded with punishment during the period under: (i) Rule 8/Rule 4(a) of HCS (P & A) Rule 2016. (ii) Rule-7/Rule 4(b) of HCS (P & A) Rule 2016.	(-) 7 (-) 3.5	Deduction of points under Rule Punishment awarded 4(a) 4 (b) 1 case 0.5 1 2 cases 1 2 3 cases 2 4 4 cases 2.5 5 5 & above cases. 3.5 7 Both reductions to be made if punished under both. Negative point will be deducted from merit points.

- (d) The employees who are 100% blind or having 80% or more locomotors disabilities involving both the legs shall be given preference in their choice of posting against vacant posts only.
- (e) Employees currently:-
- (i) Suffering from cancer; or

- (ii) Having undergone bye-pass heart surgery; or
- (iii) Kidney transplant; or
- (iv) Undergoing dialysis;

shall be assigned 80 points (60 for age factor and 20 for special category) if they are willing to participate in the transfer drive. Otherwise, they shall not be transferred, if they are not willing to participate in the transfer drive. However, the certificate by the medical board should not be more than six month old. It is also mentioned here that not more than one differently abled employee or employee suffering from diseases of debilitating disorders will be posted in one office.

6. Procedure to be adopted: -

- i. The list of vacant posts for transfer will be circulated before each transfer drive, for the benefit of stakeholders. Administrative Department shall seek preferences for choice of District (Office) from eligible Section Officers of SAS (OB) Cadre for transfer. The transfer exercise shall be carried out only through approved web based application of the department.
- ii. Every employee shall be responsible for the accuracy and regular updation of data in the Human Resource Management System (HRMS) in respect of credentials. Otherwise the department shall be at liberty to post them anywhere. An employee must fill his/her preferences for as many choices of stations as he/she is eligible for. The option once availed and confirmed by the employee shall be final and cannot be changed. 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 may be made accordingly so that they are not randomly posted too far away from their places of posting.
- iii. Where the posts are blocked in a district, the employee with the longest stay shall have to opt for the transfer drive. In case where more than one employee is having the same period of stay, then the younger employee shall have to opt for the transfer drive.
- iv. *Section Officers of SAS (OB) Cadre* completing three years of service in one District (Office) will have to mandatorily participate in the transfer drive for transfer within the Zone and the employees who have completed the prescribed tenure of five years in a District (Office) will have to mandatorily participate in the online transfer policy drive for out of the Zone. If they fail to participate in the transfer drive they will be transferred 'to anywhere'.
- v. An employee who is due to superannuation within one year from the date of completion of Online Transfer Policy process will not be transferred unless he/she participates voluntarily in the Online transfer drive.
- vi. Merit criteria for allotment for District (Office) will be as per clause 5 of this policy.
- vii. There shall be two types of vacancies which shall be included in the process of transfer drive:-
 - (a) Actual Vacancy - A post not occupied by any employee whether serving on a regular or temporary capacity.
 - (b) Deemed Vacancy;
 - (i) Involuntary deemed vacancy- Any post held by a employee for a period of five years in a Zone and three years within an office in a Zone on the qualifying date in present District (Office) of posting; or
 - (ii) Voluntary deemed vacancy:-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/she has not completed the prescribed tenure in a Zone (Office) where he/she is presently posted.
 - (iii) Some vacancies of Section Officers of SAS (OB) Cadre may remain unfulfilled at any given point of time due to shortage of employees in the department. To avoid disproportionate concentration of employee in a District (Office) the department may block some posts.
- viii. All transfer 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.
- ix. Within fifteen days of issuance of orders, an employee aggrieved with the transfer process can represent to the department after joining at the new place of posting, on the grievance redressal forum provided by the department for this purpose. His/her representation shall be considered in accordance with the policy and appropriate decision shall be conveyed to him/her as deemed fit. A Committee headed by

- the Deputy Commissioner and comprising of CMO and District Officer of the concerned Department, may recommend deputation/temporary transfer of an employee after the transfer drive, on the basis of genuine and compelling reasons. A web portal will be provided for taking online application from the employees for the purpose. The Committee will scrutinize such cases and send their recommendations to the Government which will be dealt under relaxation clause of the Transfer Policy.
- x. Online general transfer due to completion of prescribed tenure 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.
 - xi. All Section Officers of SAS (OB) Cadre shall opt for maximum District (Office) as suitable to them as per their eligibility. In case of employees who exhaust their preferred choices in the transfer drive shall be posted to any District (Office) under 'anywhere' category.
 - xii. In administrative exigency/administrative grounds of misconduct, the department/ the Administrative Secretary, Finance Department, Haryana shall be at liberty to transfer any Section Officers of SAS (OB) Cadre to any District (Office) at any time. Such employee will not be transferred back to the same office from where he/she was transferred on such grounds.
7. **Bar against Canvassing:** No employee shall canvass for his/her case except through a representation to the Director General, Treasuries and Accounts, Department, Haryana 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:** Employees taken in a cadre through direct recruitment/promotion/repatriation may be posted in the District (Office) as per eligibility and availability.
 9. **Opportunity of option to certain categories:** The following categories of employees will not be transferred unless they desire to participate in the transfer drive.
 - (a) Employees having 12 months or less in retirement on the date of next transfer drive.
 - (b) Unmarried female employee upon marriage;
 - (c) Married female employee upon divorce; or
 - (d) Widow or widower employee on the death of spouse;

After the transfer drive, the 'newly married, recently divorced or widowed female employees' shall be given preferred place of posting against vacancy upon request. However, they shall have to participate in the next transfer drive being married, divorced or widowed and at that time they shall be adjusted at any of their top three choices against available vacant posts.
 10. **Posting in remote areas:** Incentive for serving on the choice of anywhere in the State; If an employee opts for 'anywhere in the State' and is thereafter posted in Morni Hills Area or Nuh District against a vacancy for which no employee has opted, he/she 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 of Nuh and Panchkula.
 11. **Clarification and Implementation:** In case of any doubt or difficulty in making out the true intention of the provisions of this policy, the Finance Department, Haryana 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, Finance Department, Haryana with the prior approval of 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.
 13. **Fake/manipulated information:** In case of fake/manipulated information, it may attract disciplinary action and he/she may be relocated and transferred to anywhere.

ANURAG RASTOGI,
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Zone for SAS Cadre

Zone	District
Chandigarh	All offices of Chandigarh including BBMB (offices in Chandigarh and outside of State of Haryana)
Ambala	Ambala
Bhiwani	Bhiwani
Charkhi Dadri	Charkhi Dadri
Fatehabad	Fatehabad
Faridabad	Faridabad
Gurugram	Gurugram Including the offices in Delhi.
Hisar	Hisar
Jhajjar	Jhajjar
Jind	Jind
Karnal	Karnal
Kaithal	Kaithal
Kurukshetra	Kurukshetra
Mahendergarh	Mahendergarh
Nuh	Nuh
Palwal	Palwal
Panchkula	Panchkula
Panipat	Panipat
Rewari	Rewari
Rohtak	Rohtak
Sirsa	Sirsa
Sonepat	Sonepat
Yamunanagar	Yamunanagar