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ई-मेल

सेवा में,

1. सभी उप रजिस्ट्रार, सहकारी समितियां, हरियाणा राज्य में ।
2. प्रधानाचार्य, सहकारी प्रबंध केन्द्र, रोहतक ।
3. सभी सहायक रजिस्ट्रार, सहकारी समितियां, हरियाणा राज्य में ।
4. सभी लेखा परीक्षा अधिकारी, सहकारी समितियां, हरियाणा राज्य में ।

यादी क्रमांक प्रशा. II(2)/

दिनांक:-

विषय:- **Online Transfer Policy Peons of field Cadre.**

उपरोक्त विषय के संबंध में आपको क्षेत्रीय काडर के सेवकों की ऑनलाईन स्थानांतरण नीति की प्रति आवश्यक कार्यवाही हेतु भेजते हुए आग्रह है कि HRMS पर अपने अधीनस्थ कर्मचारियों का गृह जिला व अन्य डाटा शीघ्र अपडेट करना सुनिश्चित करें।

संलग्न:-उपरोक्त ।

(जसवंत सिंह)

अधीक्षक (प्रशा-II).

कृते: रजिस्ट्रार सहकारी, समितियां, हरियाणा,
पंचकुला ।

पृष्ठांकन क्रमांक/प्रशा II(2)/11484

दिनांक:- 9-8-2021

उपरोक्त की प्रति नोडल ऑफिसर, (आई0टी0 सैल) मुख्यालय में को क्षेत्रीय काडर के सेवकों की ऑनलाईन स्थानांतरण नीति भेजते हुए आग्रह है कि स्थानांतरण नीति को विभाग की Website पर upload करना सुनिश्चित करें।

संलग्न:-उपरोक्त ।

(जसवंत सिंह)

अधीक्षक (प्रशा-II).

कृते: रजिस्ट्रार सहकारी, समितियां, हरियाणा,
पंचकुला ।

General Transfer Policy of Cooperation Department, Haryana for the Peons of Field Cadre having sanctioned strength of eighty or more.

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Regarding general principles for online transfer of employees, the Online Transfer Policy for the Peons of Field Cadre in the State of Haryana is framed 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 the Peons of Field Cadre working on regular basis.
3. **Definitions:** In this policy, unless there be anything repugnant in the subject or context;
 - (a) **'Block Posts'** means the vacancies of a cadre remain unfilled at any given point of time due to shortage of employees in the department.
 - (b) **'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;
 - (c) **'Prescribed Tenure'** means the tenure of appointment/posting for a period of five years. While calculating the tenure of an employee for the purpose of this policy, the date from which someone is working in a zone 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 employee may participate in the transfer drive subject to completion of minimum three years service in 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 Govt. employee during the prescribed tenure.
 - (f) **'Transfer'** means posting/appointment from one Zone to another on or before completion of prescribed tenure in a Zone;
 - (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;
 - (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 the zone 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 litigational nature shall also not be included in the vacant posts for transfer.

Note 3.- Each and every 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) **'Zone'** means station/an area prescribed by the competent authority for the purpose of calculation of prescribed tenure and entitlement of an employee for transfer from one zone/station to another under this policy;

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) Computerization of relevant service record 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 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.

(iii) Rationalization and Blocking of the posts:

To avoid disproportionate concentration of employees at a particular station, the department should rationalize their 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 as per their 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 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 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 weightage of 60 points, out of total points.
- (c) A privilege of maximum 20 points can be availed by the employee of special categories as indicated below:-
- (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 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	10	All female of this category shall be given 10 marks only.

		Personnel/ Paramilitary personnel working outside the state.		
3.	Special category male employees	Widow who has not remarried 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
		Locomotors	20	Above 60% to 80%= 15 marks
		Deaf & Dumb	20	Above 80%= 20 marks
5.	Diseases of "Debilitating Disorder" 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 Disorder"	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 employee having Mentally challenged or 100% differently abled child	10	Male/Female employee having Mentally challenged or 100% differently abled children shall be provided maximum 10 points.
8.	Couple Case	Only applicable to females.	5	Employees' spouse working in any Department/Board/Corporations under any State Govt. or Govt. of India.

(d) The employees who are 100% blind or having 80% or more locomotors disabilities involving both the legs shall be given their choice of posting.

6. Procedure to be adopted:

- Head of Department shall seek preferences for choice of station in a zone from the eligible employees for transfer. The transfer exercise shall be carried out only through approved web based application.
- The option once availed and confirmed by the employees shall be final and cannot be changed.

- iii. An employee 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 transfer shall be implemented within seven days of their issuance. The Treasury Officers concerned shall not draw the salary of the employees who have not complied with the orders.
- vi. Within 15 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 a grievance redressal forum to be provided by the department for this purpose. His representation shall be considered in accordance with the policy and appropriate decision shall be conveyed to him 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 should be provided for taking online applications from the employees 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 (General) Rules, 2016.
- viii. **In case of employee who exhaust their preferred choices, before posting them under 'Anywhere in the State' option, they 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.**
- 7. **Bar against canvassing:** No employee 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 individuals representative 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 shall be posted in the Zone of eligibility and availability.
- 9. **Opportunity or option to certain categories:** The following categories of employees will not be transferred unless they desire to participate in the transfer drive:-
 - a) Employee having 12 months or less in retirement on the date of next transfer drive;
 - b) Unmarried female employees upon marriage;
 - c) Married female employee upon divorce; or
 - d) Widow or widower employees on the death of spouse;
 They may be permitted to participate in the next transfer drive after the event.

After the transfer drive, the 'newly married' or 'recently divorced' 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 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 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. The competent authority will ensure that the above benefit alongwith the Payee Code of the transferee employee is quoted

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.


(R.S. Verma, IAS)
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