

**GOVERNMENT OF KERALA**

**ABSTRACT**

**Forest Deptt-Norms for the Transfers and Postings of employees in the Forest Department-  
Orders Issued.**

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FOREST AND WILD LIFE (F) DEPARTMENT

*G.O. (M.S) 85/87/F&WLD*

*Trivandrum, Dated: 14.10.1987*

After due consultations with the office bearers of the various Service Organization in the Forest Department, Government are pleased to issue the following guidelines/norms for transfers and postings of the employees in the Department, except Range Officers:-

**GENERAL**

1. General transfers shall be ordered only once a year, as far as possible in April/May, preferably before the 15<sup>th</sup> of May.

Transfers to fill up vacancies which arise due to retirement, promotion, creation of posts or abolition of schemes will be made as and when necessary. However the norms will be followed strictly in such cases also.

2. Employees who have not completed three years of duty in station shall not ordinarily be transferred. However, an employee may be allowed to continue in a station after three years, if there is no applicant for transfer to that station.
3. Last Grade Employees shall be posted in their native Districts or Districts of their choice, as far as possible. There shall be no general transfer of Last Grade Employees.
4. Women Employees, as far as possible, shall not be transferred or posted to hilly or remote areas.
5. Employees who have only two more years for retirement shall be posted to their place of option/choice to the extent possible. Preference will be given to those who retire earlier.

6. Employees returning from maternity leave will, if they so desire, be posted to the same station, if necessary by transferring the substitute; or within a radius of km of the station from which he had gone on such leave.
7. Application for transfer shall be submitted to the authority competent to transfer the employee, through the Head Office so as to reach him before the first February of every year in a proforma prescribed for it. Only the application submitted in a particular year will be considered for that year.

The transferring authorities will ensure that the norms for transfers are strictly followed.

8. Application for transfers received will be registered in the order in which they are received and an acknowledgement will be issued to the applicant indicating the register number with date.
9. When there are large numbers of applications for a particular station for a particular post the order of preference shall be as follows:-

Employees who have put in the longest period of service outside the particular station will be given first priority, but employees who have more than one year's service in Tribal and remote areas and those involving arduous work or who have completed service in the defense services will be given preference by deeming two years of such service as equal to three years. The Principal Chief Conservator of Forests will issue a Circular sufficiently early specifying the remote and difficult areas, so that the employees working in those areas will get preference in transfer.

10. General Orders regarding transfers/Postings of the physically-handicapped employees, relatives of Jawans, inter-caste married employees etc, will be followed. However, in the case of relatives of Jawans, only one relative of a Jawan will be given preferential treatment in the cases of transfer/posting.
11. Applications presented by relatives of employees shall be summarily rejected.
12. A transfer to facilitate a husband and wife to serve in the same station will be allowed to the extent possible.
13. Applications for mutual transfer shall not be entertained
14. Vacancies to be filled up by promotion shall be filled first by transferring employees whose applications for transfer are pending.

15. Specially qualified employees will be posted as far as possible to posts which require the special qualifications.
16. Any Officer aggrieved by the decision of the transferring authority may submit an appeal to the Higher Authority direct a copy to the transferring authority. The higher authority shall dispose of the petition on merits within six weeks.
17. Promotees, direct recruits and persons joining the Department on inter departmental transfers shall to posted to open Vacancies only.
18. The above guidelines shall however, not apply to the transfers necessitated in the public interest.
19. In addition to the General guidelines regarding transfer and postings referred to above, the following guidelines will also apply to the protective staff:-

**Protective Staff:-**

- i) In the branches of Social Forestry, Working Plan & Research and Wild Life where special skill for extension work and filed experience is required, trained personnel will be posted as far as possible. (Foresters, Guards etc. Who have not had any training so far will be trained up)
- ii) Preference will be given to those staff who are physically handicapped and on medical ground for posting in Check Posts/Watch Station/Checking stations.
- iii) Complaints, if any concerning these posting will be examined and appropriate decisions taken by the principal Chief Conservator of Forests.
- iv) Staff in check posts/watch stations/checking posts will be shifted after every six months. While shifting the staff in the check post/watch stations/checking posts after six months, they will be posted to stations were they will have the least inconvenience, within the Division itself, as far as possible.
- v) Deputy Rangers, Foresters and Forest Guards who have completed three terms continuously within a Division will not be allowed to continue in that Division. Inter District transfers of Foresters will be allowed only against open quota vacancies and the

vacancies in the stations from where such transfers are made shall be reported to the Public Service Commission for advising candidates.

- vi) All technical staff in the Flying Squads and Vigilance Wing will be transferred from their posts after completion of two years and not three years.
- vii) In the case of Protective Staff also, these guidelines shall not apply for transfers necessitated in the public interest.

20. Orders regarding Rangers will be issued, separately.

(By order of the Governor)

N. KALEESWARAN,

***AGRICULTURAL PRODUCTION COMMISSIONER AND  
SECRETARY (FORESTS)***

To,

The Principal Chief Conservator of Forests

All other Chief Conservators of Forests.

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Endt. On E1-10123/87 dated 28.1.1988

Copy to Section Er2

Copy to Administrative Asst, Senior Supdt, Conservator of Forests

Copy to Stock File.

For Chief Conservator of Forests,

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