

GOVERNMENT OF KERALA
Abstract

Transfers and posting of Governmental Employees – General Guidelines to be followed – orders issued.

PERSONNEL & ADMINISTRATIVE REFORMS (a) DEPARTMENTS)
G.O. (P) No. 2/87/P&ARD Dated, Trivandrum, 1.5.1987

Government are pleased to approve the general guidelines, given as annexure to this orders, regarding transfers of Government employees. However, orders on general transfer during this year may be issued before June 15, 1987 as the norms have been finalized only now.

(By order of the Governor)

C. BALACHANDRAN)
Secretary to Government.

To

All commissioners & Secretaries/ Secretaries/ Spl. Secretaries to Govt.
and all officers of the Secretariat.
All Heads of Departments and Offices /All District Collectors.
All Departments of the Secretariat (all sections) including Law. Fin.

Encl:

Annexure

GUIDELINES FOR TRANSFER OF GOVERNMENT EMPLOYEES

- 1) General transfers may be made only once a year- by the middle of May- in all Departments and in vacation Departments during mid- summer vacation only. But in the case of schools adjustment transfers can be made in July also.
- 2) Employees who have not completed three years of duty in a station shall not ordinarily be transferred.
- 3) Last Grade Employees shall be posted in their native Districts or Districts of their choice. There will be no general transfer of Last Grade Employees.
- 4) Women employees, as far as possible may not be transferred or posted to hilly or remote areas.
- 5) Last Grade Employees, as far as possible may not be transferred or posted as far as possible to stations of their choice preference being given to those who retire earlier.
- 6) Employees returning from maternity leave will, if they so desire, be posted to the same station transferring the substitutes.
- 7) In considering applications for general transfer during a particular year only those applications submitted to the transferring authority till the end of February of that year will be considered.
- 8) Applications presented by relatives of employees shall be rejected summarily.
- 9) Transfer to facilitate husband and wife serving in the same station will be allowed to the extent possible.
- 10) When there are a large number of applications for a particular station, the order of preference shall be as follows:-

Employees who have put in Longest period of service outside the particular station will be given first priority, but employees who have more than a year's service in assignments in tribal and remote areas and those involving arduous nature of 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. If they are equal to such service, thus arrived at the total service will be taken into account.

11) Existing orders regarding Physically Handicapped employee, relatives of Jawans, and inter-caste married employees will be followed However only one relative of a Jawan will be given preferential treatment in to case of transfer.

12) Vacancies to be filled up by promotion shall be filled up first by transferring employees whose applications for transfers are pending

13) Employees deputed for training will be reposted to the old post/ station, if not to the post station of their choice, keeping in view the other guidelines also.

14) Applications for mutual transfer shall not be entertained.

15) Inter- district transfers will be disposed of following these guidelines.

16) Inter- departmental transfer will be disposed of by the concerned authorities following these guidelines, in additions to the restrictions regarding minimum service.

17) Transfers within in the District will be effected by the Heads of Department/ concerned authorities while ordering inter—departmental transfers to or inter-district transfers shall only allot officers to the particular district and not to the particular station or office.

18-a) Petitions pointing out violations of these guidelines/ principles (i) by the subordinate to transferring authority may be presented to the Head of Department, and (ii) by Head of Department to Government.

(b) Petitions against the decision of Head of Department on the petition submitted to him vide I (i) ibid may be presented only once to Government. Final decision on (i) and (ii) above shall be taken within a maximum period of six weeks.

19) Those guidelines/Principles shall not apply to transfers necessary in public interest.

20) Government may make such amendment to these guidelines as are found necessary form time to time.

21) Within the broad framework of these guidelines, detailed guidelines may be prescribed, if necessary, in any department in consideration of the special nature of work in such Department.

Endt.No. E1-19698/87/Dt. 18/6/1987

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CAs. To CCFS. /SAO./ Chief Conservators of Forests (SF&P) (WL)/(VIG.)A.A.,AA(E),
Stock file, S.O. file.

For Chief Conservator of Forests