

DRAFT "TRANSFER Policy" PROPOSED

GOVERNMENT OF PUDUCHERRY CO-OPERATIVE DEPARTMENT

* * *

TRANSFER POLICY FOR THE DEPARTMENTAL OFFICIALS OF THE CO-OPERATIVE DEPARTMENT

(1). SHORT TITLE, COMMENCEMENT AND APPLICABILITY:

- (a). The Policy may be called the "Transfer Policy for the Department Officials" of the Co-operative Department.
- (b). This Policy takes effect on and from the date of issue of the Government Order
- (c). This Policy is applicable to all departmental officials of the Co-operative Department.

(2). OBJECTIVE OF THE POLICY:

The "Transfer Policy" aims to harmonize the objective of institutional memory, avoid development of vested interests and provide exposure of working in different Sections, inter-alia ensuring overall intellectual of the officials.

(3). DEFINITIONS:

Unless the context other requires:

- (a) "Government" means the Administrator appointed by the President under Article-239 of the Constitution.
- (b) "Official" means the category of Officials of the Co-operative Department Viz., the Deputy Registrar of Co-operative Societies / Co-operative Officer / Senior Inspector / Junior Inspector / Technical Supervisor.
- (d). "Policy" means the "Transfer Policy for the departmental staff of Co-operative Department".

(4). GENERAL NORMS FOR TRANSFER:

- (a). An official who has served for three years in a certain Section will ordinarily be liable for transfer in order to provide wide exposure and career growth to the official.
- (b). Transfers will preferably be made in the month of April / May every year. However, transfer can be effected at any time due to exigencies of service.
- (c). Transfer of the officials who are facing disciplinary proceedings / criminal proceedings or who have been imposed penalty after conclusion of disciplinary proceedings to sensitive assignments shall be governed by extant instructions of CVC.
- (d). An official due to superannuate within a year may be exempted from rotational transfer.
- (e). On promotion or otherwise, an official will ordinarily be transferred from his Section or till completion of his tenure for transfer in the present working Section.

- (f). If an official is due to retire on superannuation within a period of six months, the official may be retained in the same Section on promotion, if he /she has completed the prescribed tenure, subject to availability of vacancy.
- (g). The Authority competent to approve transfer / posting, may order transfer / posting of any official at any point of time, if public interest or administrative exigency so requires.
- (h). While submitting requests for transfer, the officials shall not bring or attempt to bring any political or outside influence for getting transfer in their favour. Violation, if any, will lead to rejection of the transfer request besides inviting disciplinary action against the official concerned under the CCS (Conduct) Rules, 1964.

(5) TRANSFER TO FISHERIES DEPARTMENT:

- (a). Transfer of Co-operative Officers and Senior Inspectors to Fisheries Department, Puducherry / Karaikal will be made from the officials of the native regions as far as possible.
- (b). An official previously served in the Fisheries Department for a certain post will not be considered once again for transfer to Fisheries for the same post.
- (c). After being relieved from the Fisheries Department, the official will be posted in the Co-operative Department (or) shall be posted on deputation (as per deputation rules / transfer policy), based on seniority / rotational transfer.

(6) REGIONAL TRANSFERS:

- (a). On promotion/deputation or otherwise, an official posted in his native region of Puducherry may be posted to other region of Puducherry, if vacancies in his / her native region are not available. In case of tie for the transfer outside the native region, preference will be given to the officer who has stayed longer in the native region. For this purpose, the tenure shall be calculated with reference to the actual period of their stay in the native region concerned and the period of deputation or service placement to their native region, long leave / training more than 15 days, if any, shall be included.
- (b). The officials posted in other regions shall be considered for transfer to their native region on completion of their tenure in the posted region as follows:-

Native region	Posted region	Period of tenure
Puducherry	Karaikal	1 year
Puducherry	Mahe / Yanam	1 year
Karaikal	Puducherry	1 year
Karaikal	Mahe / Yanam	1 year
Mahe	Puducherry / Karaikal / Yanam	1 year
Yanam	Puducherry / Karaikal / Mahe	1 year

(c). On completion of the tenure in other regions as mentioned above, the officials will be eligible for transfer to their native region. In case of tie for the transfer to the native region, preference will be given to official who has stayed longer tenure outside his native region. For this purpose, the tenure shall be calculated with reference to the actual period of their stay in the region concerned and the period of deputation or service placement to their native region, long leave / training more than 15 days, if any, shall be excluded.

(d). Request for transfer from employees retiring within a year for transfer to other regions may be considered subject to availability of vacancies.

(7). POSTING OF HUSBAND AND WIFE:

- (a). As far as possible, husband and wife, if both of them are serving under this Department, may be posted in the same region.
- (b). When one of them is transferred to other region on promotion or for any other region, his / her spouse may also be considered for transfer to other region, if such a request is received from him / her subject to availability of vacancies in the said region.
- (c). They will however be considered for transfer to their native place only on completion of the tenure period in the region where they have been posted.
- (d). This principle may also be followed if any one of them is employed in any Department or Public Sector Undertaking or Local Body under the Co-operative Department, subject to availability of vacancies.

(8). TRASFER ON MEDICAL GROUNDS:-

The officials suffering from serious illness such as Cancer, Kidney failure etc., may be considered for transfer near their residence to the extent possible or in place of their choice on merit subject to availability of vacancies and subject to medical certificate issued by the Medical Superintendent, Government General Hospital.

(9) PERSONS WITH DISABILITIES:

- (1) Persons recruited under disability quota duly certified by Competent Authority shall be considered for posting in their native region only subject to availability of vacancies. Request for transfer from officials having child with disabilities or severe ailment duly certified by Medical Superintendent, Government General Hospital may also be considered on case to case basis.
- (2) Even if vacancies are not available, they may be accommodated in their native region by rotating a normal official according to seniority / service in other regions.

(10) IMPLEMENTATION OF TRANSFER ORDERS:

- (1) Transfer / posting orders (or) Internal Transfer issued by the Co-operative Department shall be implemented within 15 working days from the date of issue of the Orders and the transferred official shall be relieved without waiting for substitute.
- (2) If the transferred officials are not relieved within 15 working days, they shall be deemed to have been relieved on the forenoon of the next working day and thereafter, shall not be entitled to draw pay and allowances from the Department from where they have been transferred (excludes internal transfer). They may report before the Head of Department /Office/ Administrator to which they have been transferred/deputed without waiting for formal relieving order. Failure to do so may invite disciplinary action for disobedience of transfer/deputation orders. Further, in case of deemed relief, the concerned Government servant shall submit a proper handing over report to the Head of Section / Office before getting relieved from the said Office / Department.
- (3) The Director of Accounts and Treasuries shall not admit pay bills in respect of the officials who have not been relieved or who have failed to get themselves relieved within the stipulated period, (15 working days) from the next month onwards.
- (4) Deployment of employees on 'Service Placement' on 'Office Order' basis may be avoided if regular transfer arrangement is possible. Further, service placement arrangement shall be done only with the approval of the Authority Competent to transfer / post them.
- (5) In order to ensure transparency, orders effecting transfer and postings, promotion, deputation, repatriation, service placement, etc., shall be hosted in the official website of the Co-operative Department, Puducherry.

(11) DISCLAIMER:

- (1) Notwithstanding anything contained in this Policy, the Competent Authority may order transfer/ deputation or cancel / alter any order of transfer/deputation in relaxation of the provisions of the Policy in the exigencies of public service or for administrative reasons to be recorded in writing:-
- (2) If any doubt arises in the implementation of the Policy, the decision of the Lieutenant Governor shall be final.

(V. KANY)
UNDER SECRETARY TO GOVERNMENT