

GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

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No.B.16013/2/2008/DPAR/CCD(2)

Puducherry, dated 19.07.2018

C I R C U L A R

Sub: Public Services – Draft ‘Rotational Transfer Policy’ to the Common Category Staff under the Cadre Control of the Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry – Views / suggestions – Called for.

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The Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry proposes to frame ‘Rotational Transfer Policy’ to the Common Category Staff under the Cadre Control of the Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry, as appended to this ‘Circular’. All the stakeholders may offer their views / suggestions on the draft Transfer Policy **within a period of 15 days from the date of issue of this Circular.**

2. The views / suggestions may be sent either in writing to this Department or to the official mail id viz., ‘**dpar-ccd.pon@nic.in**’.

/ BY ORDER /



(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT

Encl.: As stated.

To

All concerned.

**DRAFT 'ROTATIONAL TRANSFER POLICY'
FOR COMMON CATEGORY STAFF**

(1) SHORT TITLE, COMMENCEMENT AND APPLICABILITY:

- (1) This Policy may be called the 'Rotational Transfer Policy' for Common Category Staff for which, the Department of Personnel and Administrative Reforms (Personnel Wing) is the Cadre Controlling Authority.
- (2) This Policy takes effect on and from the date of issue of the Government Order.
- (3) This Policy is applicable to all Common Category Staff for whom, the Department of Personnel and Administrative Reforms (Personnel Wing) is the Cadre Controlling Authority.

(2) OBJECTIVE OF THE POLICY:

The 'Rotational Transfer Policy' aims to harmonize the objective of institutional memory, avoid development of vested interests, and provide exposure to the employees working in different organizations, inter-alia ensuring overall growth of an Officer.

(3) DEFINITIONS:

Unless the context otherwise requires:-

- (a) "Common Category" means the categories for which the Cadre Controlling Authority is the Department of Personnel and Administrative Reforms (Personnel Wing).
- (b) "Government" means the Government of Puducherry;
- (c) "Official" means the official belonging to the Common Category irrespective of their rank or status.
- (d) "Policy" means the 'Rotational Transfer Policy' for Common Category Staff.

(4) CATEGORISATION OF DEPARTMENTS:

For the purpose of implementation of this Policy, the Departments of the Government of Puducherry are categorized into two groups on the basis of administrative complexity, revenue generation, public interface, nature of work, etc., as detailed below:-

CATEGORY 'A'		CATEGORY 'B'	
(1)	Accounts & Treasuries	(1)	Agriculture
(2)	Adi-dravidar Welfare	(2)	Art & Culture
(3)	Animal Husbandry & Animal Welfare	(3)	Chief Secretariat
(4)	Civil Supplies & Consumer Affairs	(4)	Co-operation
(5)	Commercial Taxes	(5)	Economics & Statistics
(6)	Food & Drug Testing	(6)	Electricity
(7)	Food Safety	(7)	Elections
(8)	Drugs Control	(8)	Fire Services
(9)	Health & Family Welfare Services	(9)	Fisheries & Fishermen Welfare
(10)	Indian Systems of Medicine & Homeopathy	(10)	Forests & Wild Life
(11)	Labour	(11)	Higher & Technical Education
(12)	Local Administration	(12)	Hindu Religious Institutions
(13)	Public Works	(13)	Industries & Commerce
(14)	Revenue & Disaster Management including Excise, Registration and Survey & Land Records	(14)	Information & Publicity

(15)	Social Welfare	(15)	Information Technology
(16)	Tourism	(16)	Jail
(17)	Town & Country Planning	(17)	Law
(18)	Transport	(18)	Legislative Assembly
(19)	Welfare of Backward Classes & Minorities	(19)	Lieutenant Governor's Secretariat
(20)	Women & Child Development	(20)	Office of the Council of Ministers
		(21)	Planning & Research
		(22)	Police
		(23)	Port
		(24)	Rural Development
		(25)	Sainik Welfare
		(26)	School Education
		(27)	Science, Technology & Environment
		(28)	State Election Commission
		(29)	Stationery & Printing

(5) MINIMUM AND MAXIMUM TENURE IN A DEPARTMENT:

The minimum and maximum tenure in a Department shall be as follows:-

Category of the Department	Minimum tenure	Maximum tenure
Category 'A'	2 years	3 years
Category 'B'	3 years	4 years

(6) GENERAL NORMS FOR TRANSFER / POSTING:

- (1) All transfer / posting orders will be issued by the Department of Personnel and Administrative Reforms (Personnel Wing) with the approval of the Competent Authority for each Cadre, as may be prescribed by the Government, from time to time.
- (2) Transfer will ordinarily be made in the month of April / May every year. However, in exigency of situation, transfer can be effected any time.
- (3) Officials who have completed their prescribed tenure in Category 'A' Department shall be transferred and posted in Category 'B' Departments.
- (4) There will ordinarily be a mandatory **COOLING-OFF** period of **at least four years** before considering an official for posting again in one of the category 'A' Departments.
- (5) No Officer will be posted in the same Department in Category 'A' again while considering him / her for rotational transfer from Category 'B' Department to Category 'A' Departments after completion of the Cooling-off period. However, in exceptional cases, an official may be posted for a second term in the same Department in Category 'A' for the reasons to be recorded in writing. On any account, there will be no further posting beyond the second term, in the same Department in Category 'A' in his / her entire career irrespective of the change in the status of the official on account of promotion or otherwise.
- (6) Officials posted in Category 'B' Departments may be considered for posting in Category 'A' Departments depending upon the availability of vacancies.
- (7) If no vacancy is available in Category 'A' Departments, he / she may be posted in Category 'B' Departments even after the Cooling-off period is over.

- (8) Officials who are facing disciplinary proceedings / criminal proceedings or who have been imposed penalty after conclusion of disciplinary proceedings shall not be considered for posting in Category 'A' Departments.
- (9) Officials against whom disciplinary action is contemplated or initiated while they are working in Category 'A' Departments may be transferred to Category 'B' Department, if necessary, irrespective of their remaining tenure in the Category 'A' Department.
- (10) Whenever officials from Category 'A' Departments are transferred on completion of their tenure in such Departments, substitutes from Category 'B' Departments shall be posted in their places so as to avoid dislocation / disruption in public services.
- (11) If no substitute is available in Category 'B' Departments having completed the required tenure, those who have completed longer period of service in Category 'B' Department may be considered for transfer to Category 'A' Department even if they have not completed their tenure in Category 'B' Department provided, they have not served earlier in Category 'A' Departments or they have completed the Cooling-off period.
- (12) An official due to superannuate within a year may be exempted from rotational transfer.
- (13) On promotion or otherwise, an official will be posted out of the Department in which he / she is working. In case of necessity to post him in the same Department, he / she may be considered for retention till completion of the tenure in the Department (combining both pre-promotion and post-promotion).
- (14) If an official is due to retire on superannuation within a period of six months, he / she may be retained in the same Department on promotion even if he / she has completed the prescribed tenure, subject to availability of vacancy.
- (15) Posting of female employees will be made within the same region to the extent possible.
- (16) 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.

(7) REQUEST TRANSFERS:

- (1) Request from officials for transfer within Category 'B' Departments or from Category 'A' Department to Category 'B' Departments may be considered, on a case to case basis provided they have completed the minimum tenure period.
- (2) Request for transfer from Category 'B' Departments to Category 'A' Departments shall not be entertained.
- (3) Except under exceptional circumstances, request transfers shall ordinarily be considered along with the rotational transfer.
- (4) 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.

(8) REGIONAL TRANSFERS:

- (1) On promotion or otherwise, an official belonging to one region may be posted in other region for want of vacancies in his / her native region or for administrative reasons.

- (2) The officials posted in other regions shall be considered for transfer to their own region on completion of their tenure in the posted region as follows:-

Native region	Posted region	Period of tenure
Puducherry	Karaikal	3 years
Puducherry	Mahe / Yanam	2 years
Karaikal	Puducherry	3 years
Karaikal	Mahe / Yanam	2 years
Mahe	Puducherry / Karaikal / Yanam	2 years
Yanam	Puducherry / Karaikal / Mahe	2 years

- (3) On completion of the tenure as fixed above, they shall be transferred to their native region irrespective of their seniority.
- (4) If no vacancies are available to accommodate them in their native region, their immediate seniors may be transferred and posted in other regions.
- (5) While doing so, those who have never served in other regions shall be considered first for transfer to other regions. The next preference will be those who have served for shorter period in other regions.
- (6) 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.
- (7) If an official is on deputation to the native place, he / she should be repatriated to the native place only after his seniors working in the other regions are posted in the respective region.
- (8) If the official on deputation is repatriated pre-maturely, he / she shall be repatriated to the region wherefrom he / she was deputed if his / her station seniors are serving in the said region.
- (9) The official shall complete the required tenure for being considered for transfer to the native region. For the purpose of calculating the tenure period, the services rendered by him / her before his / her proceeding on deputation / service placement to native region may be taken into account.

(9) POSTING OF HUSBAND AND WIFE:

- (1) As far as possible, husband and wife, if both of them are serving under Government of Puducherry as a Common Category Staff, may be posted in the same region.
- (2) When one of them is transferred to other region on promotion or for any other reason, 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.
- (3) They will however be considered for transfer to this native place only on completion of the tenure period in the region where they have been posted.
- (4) This principle may also be followed if any of one of them is employed in any Department or Public Sector Undertaking or Local Body under the Government of Puducherry, subject to availability of vacancies.
- (5) Recourse should not be taken to the above provision, if one of them is working in other region under Central Government Departments / Central Public Sector Undertakings or under other State Governments in the neighbouring Districts. However, there is no bar to seek regional transfer under normal circumstances.

(10) TRANSFER ON MEDICAL GROUNDS:

The cases of officials suffering from serious illness such as Cancer, Kidney failure, etc., may be considered for transfer on merit subject to verification. Administrative procedures in this regard will be issued separately.

(11) PERSONS WITH DISABILITIES:

- (1) Persons with disabilities shall be considered for posting near their residence to the extent possible or in a place of their choice subject to observance of tenure in Category 'A' Departments.
- (2) Even if vacancies are not available, they shall be accommodated in their native region by rotating a normal official according to seniority / service in other regions.

(12) EXEMPTION FROM POLICY:

- (1) Officials posted in Lieutenant Governor's Secretariat, Office of Chief Minister and Ministers will be exempted from the provisions of this transfer policy.
- (2) Officials appointed on co-terminus basis against the sanctioned posts will also be exempted from this policy.

(13) POSTING ON RETURNING FROM LONG LEAVE, ETC.:

An official returning from deputation / long leave / long term training programme, etc., exceeding six months, shall invariably be posted in a new Department. However, he / she may be retained in the same category of Department from which he proceeded on leave / deputation / training for the remaining period of his / her tenure provided that he / she had served for only less than two years in that category immediately before proceeding on such deputation / long leave / long term training programme, etc.

(14) IMPLEMENTATION OF TRANSFER ORDERS:

- (1) Transfer / posting orders issued by the Department of Personnel and Administrative Reforms (Personnel Wing) shall be implemented within 15 working days from the date of issue of the Orders and the transferred officials shall be relieved without waiting for substitutes.
- (2) If the transferred officials (except those who are working as Cashier / handling Cash / Stores) 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. They may report before the Head of Department / Office to which they have been transferred without waiting for formal relieving order. Failure to do so may invite disciplinary action for disobedience of transfer 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 shall be dispensed with. If such arrangement is felt absolutely essential, it shall be done only with the approval of the Authority Competent to transfer / post them.

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- (5) In order to ensure transparency, orders effecting transfer and posting, promotion, deputation, repatriation, service placement, etc., shall be hosted in the official website of the Department of Personnel and Administrative Reforms (Personnel Wing).

(15) DISCLAIMER:

- (1) Notwithstanding anything contained in this Policy, the Competent Authority may order transfer or cancel / alter any order of transfer 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 Government shall be final.



(V. JAISANKAR)
UNDER SECRETARY TO GOVERNMENT