

GOVERNMENT OF PUDUCHERERY

ABSTRACT

Public Services - 'Transfer Policy' for the Common Category Staff under the Cadre Control of the Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry - Issued.

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

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G.O.Ms.No.3

Puducherry, dated 21.01.2019

READ: G.O.Ms.No.60 dated 27.06.1991 of the Department of  
Personnel and Administrative Reforms (Personnel Wing),  
Puducherry.

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**ORDER:**

In the G.O. read above, guidelines have been issued by the Government regarding transfer of Government employees serving in this Administration. The question of framing an exclusive 'Transfer Policy' for Common Category Staff under the Cadre Control of the Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry has been engaging the attention of the Government for some time past. Accordingly, after careful consideration of all the aspects, a 'Transfer Policy' for the Common Category Staff under the Cadre Control of the Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry has been formulated by the Government.

2. The Lieutenant Governor, Puducherry is pleased to approve and notify the 'Transfer Policy' as appended to this Order with immediate effect. Hereafter, the Common Category Staff under the Cadre Control of D.P. & A.R. (Personnel Wing) shall be governed by this 'Transfer Policy' only.

3. Other Cadre Controlling Authorities may adopt this 'Transfer Policy' with changes wherever required with the approval of the Competent Authority or continue to be governed by the existing orders issued vide G.O. read above or by their own Policy, if any, already notified.

/ BY ORDER OF THE LIEUTENANT GOVERNOR

(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT

To

All Head of Departments, Puducherry.

Copy to:

1. The Development Commissioner / Commissioner-cum-Secretaries / all Secretaries to Government, Puducherry.
2. All Secretariat Departments, Puducherry.
3. The Private Secretary to Lieutenant Governor, Puducherry.
4. The Private Secretary to Chief Minister / Speaker, Puducherry.
5. The Private Secretary to all Ministers / Sr. P.A. to Dy. Speaker, Puducherry.
6. The Collector, Puducherry / Karaikal.
7. The Regional Administrator, Mahe / Yanam.
8. The Chief Executives of Societies / Corporations / PSUs / Autonomous Bodies, Puducherry / Karaikal / Mahe / Yanam.
9. The Private Secretary to Chief Secretary, Puducherry.
10. Stock file / C.R.B.



**'TRANSFER POLICY' FOR COMMON CATEGORY STAFF  
UNDER THE CADRE CONTROL OF THE  
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)**

**(1) SHORT TITLE, COMMENCEMENT AND APPLICABILITY:**

- (1) The Policy may be called the "Transfer Policy for Common Category Staff".
- (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 "Transfer Policy" aims to harmonise the objective of institutional memory, avoid development of vested interests and provide exposure of working in different organisations, 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 Administrator appointed by President under Article 239 of the Constitution.
- (c) "Official" means the official belonging to the Common Category irrespective of their rank or status.
- (d) "Policy" means the "Transfer Policy for Common Category Staff".

**(4) GENERAL NORMS FOR TRANSFER:**

- (1) An Official who has served for three years will ordinarily be liable for transfer from one to another Office in order to provide wide exposure and career growth to him / her.
- (2) 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.
- (3) 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 / DoPT.
- (4) An official due to superannuate within a year may be exempted from rotational transfer.
- (5) On promotion or otherwise, an official will ordinarily 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 only till completion of the tenure in the Department (combining both pre-promotion and post-promotion).
- (6) 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.
- (7) 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.





- (8) 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) REGIONAL TRANSFERS:**

- (1) On promotion 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.
- (2) 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	2 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 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.
- (4) Request for transfer from employees retiring within a year for transfer to other regions may be considered subject to availability of vacancies.

**(6) POSTING OF HUSBAND AND WIFE:**

- (1) As far as possible, husband and wife, if both of them are serving under the Government of Puducherry, 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 their 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 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.



**(7) TRANSFER 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.

**(8) PERSONS WITH DISABILITIES:**

- (1) Persons recruited under disability quota duly certified by Competent Authority shall be considered for posting near their residence to the extent possible or in a place of their choice on merit 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.

**(9) EXEMPTION FROM POLICY:**

- (1) Officials posted in Lieutenant Governor's Secretariat, Puducherry will be exempted from the provisions of this transfer policy.
- (2) Officials posted in the Office of the Council of Ministers and Legislative Assembly Secretariat, Puducherry will be transferred on completion of the prescribed tenure in the Department or on expiry of the term of the concerned Legislative Assembly, whichever is later.
- (3) Officials appointed on co-terminus basis against the sanctioned posts will also be exempted from this policy.

**(10) IMPLEMENTATION OF TRANSFER ORDERS:**

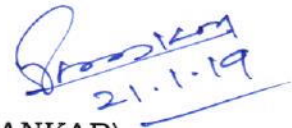
- (1) Transfer / posting orders issued by the Department of Personnel and Administrative Reforms (Personnel Wing) shall be implemented within 15 working days from the date of issue of the Orders and the transferred official shall be relieved without waiting for substitute.
- (2) If the transferred officials (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 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 Department of Personnel and Administrative Reforms (Personnel Wing).

**(11) 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 Lieutenant Governor shall be final.

  
21.1.19

(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT