

No.A.22015/3/2018-DPAR/SS.II(1)/PF2
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

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No.A.22015/3/2018-DPAR/SS.II(1)/PF2

Puducherry, dt. 11.06.2018.

CIRCULAR

Sub: Public Services – Transfer and posting of common category staff –
Relieving of transferred officials - Instructions – Issued.

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The Department of Personnel and Administrative Reforms (Personnel Wing), the cadre controlling authority for common category staff issues orders for transfer and posting of such common category staff as and when necessity arises. But, very often the Heads of Departments / Offices do not comply with the orders and retain the transferred staff showing them against the existing vacancy, if any for one reason or the other even after the substitute joins duty. In many cases, the transferred staff are not relieved for want of substitutes. Such non compliance of transfer orders often leads to exerting pressure on the DP&AR(PW) requesting for retention/ modification/ cancellation orders, which is not desirable for a good administration.

2. This has been reviewed and the following instructions are issued for strict compliance by all concerned;

- i) Once a transfer order is issued, the Head of Department / Office shall relieve the transferred official immediately without waiting for the substitute to join duty.
- ii) No request for retention shall be made by the Department / Office concerned and it is the responsibility of the Head of Department / Office to train the existing staff working under their control in all sphere of activities without depending upon an individual staff.
- iii) While relieving, no leave shall ordinarily be granted except in emergent situation.
- iv) If the Head of Department / Office fails to relieve the transferred official within fifteen working days from the date of issue of transfer order, the DAT shall not admit the salary bill of the transferred staff for the next month from the Dept. from which he is transferred, without specific orders from the DP&AR(PW).
- v) The employee who refuses to be relieved will also be liable to disciplinary action for failure to comply with the orders.

3. These instructions shall come into force with immediate effect. The Heads of Departments / Offices shall strictly follow the above instructions and deviation, if any, will be viewed seriously.

4. Further, all the Heads of Departments/ Offices are directed to relieve the officials who have been transferred on or after 01.01.2018 within 10 days from the date of issue of this circular, without fail and send a compliance report by 29.06.2018.

// By Order of the Chief Secretary //


(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT(DP&AR)

To
All Heads of Departments / Offices,
Puducherry / Karaikal / Mahe /Yanam.

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Copy to:-

1. The Development Commissioner / Commissioner-cum-Secretary / Secretaries to Government / Special Secretary to Government, Puducherry.
2. The Commissioner-cum- Secretary to Lieutenant Governor, Puducherry.
3. The Collector, Puducherry / Karaikal.
4. The Regional Administrator, Mahe / Yanam.
5. The Sr. Technical Director & State informatics Officer, NIC, Puducherry.
6. The Director of Information & Technology, Puducherry.
7. The Sr. Private Secretary to Chief Secretary, Puducherry.
8. The Pvt.Secretary to the Secretary (Personnel), Puducherry
9. Stock file / C.R.B.