

5. Rural Development.
6. Revenue Administration.
7. Revenue Cases and writing of judgements.
8. System of Judicial Administration.
9. Administration of Law & Order.
10. Demography, Urban development, Slum improvement, Civic services.
11. Elections.
12. Understanding the liberalised industrial and economic environment.
13. Office Management and Inventory Control.
14. Communication Skills, Mass media, Public Relations.
15. Introduction to Information Technology and Computers.
16. National Health Policy/Programmes.
17. Decision making in Government.
18. Stress Management — Yoga.

4. राज्य कर्मचारियों का विदेशों में ट्रेनिंग, फ़ैलोशिप या किसी अन्य कार्यों के लिए जाना।

(नं.मु.स.हरि.अ.ग. क्र. 3776-राज (3)-75 दि. 19.5.75)

वया वित्तियुक्त हरियाणा सरकार तथा अन्य प्रशासकीय सचिव, हरियाणा सरकार कृपया उपर्युक्त विषय पर सरकार के अशा. क्रमांक 4476-राज-1(3)-71, दिनांक 7 सितम्बर 1971 तथा अशासकीय क्रमांक 6144-राज-1(3)-71, दिनांक 13-9-71 की ओर ध्यान देने के का कष्ट करेंगे ?

2. उपरोक्त संदर्भों द्वारा यह हिदायतें जारी की गई थी कि किसी भी सरकारी अधिकारी/कर्मचारी को विदेश में ट्रेनिंग कोर्स, फ़ैलोशिप या अध्ययनार्थ छुट्टी पर या अन्य सरकारी कार्य के लिए भेजने से पहले, चाहे इस प्रकार की यात्रा सम्बन्धित अधिकारी/कर्मचारी द्वारा अपने खर्च पर की जानी हो, आवश्यक केस पर मुख्य मंत्री महोदय, के आदेश अवश्य ही प्राप्त किए जाएं। यह देखा गया है कि उपरोक्त आदेशों का दृढ़ता से पालन नहीं किया जा रहा है और कई बार विभागीय अध्यक्ष स्वयं ही बिना मुख्य मंत्री महोदय की अनुमति के सीधे ही आवश्यक सिफारिशें भारत सरकार को भेज देते हैं। इस प्रकार से उपरोक्त हिदायतों की उल्लंघना करना एक गम्भीर बात है।

3. अतः उन से अनुरोध है कि उपरोक्त हिदायतों को सभी कर्मचारियों/अधिकारियों के ध्यान में पुनः लाया जाए और उन्हें निर्देश दिए जाएं कि वह इन हिदायतों का दृढ़ता से पालन करें और भारत सरकार को सिफारिशें आदि करने से पहले सम्बन्धि केस पर मुख्य मंत्री महोदय के आदेश अवश्य ही प्राप्त किए जाएं।

## 5. Transfer/posting of spouses at same station.

(Copy of C.& Hr. No. 45/6/86~5 GS-I dt. 26.9.86)

I am directed to address you on the subject noted above and to say that it was decided by the Haryana Government that female employees who are living with their parents or husbands should not be transferred unless, it is necessary to do so in public interest and administrative grounds like complaints etc. and instructions to this effect were issued vide Haryana Government circular letter No.36/2/78-GSI, dated the 6th June, 1978. The Government of India have issued guidelines for the posting of husband and wife, as far as possible and within the constraints of administrative convenience at the same station. The Govt. of India has given the utmost importance to the enhancement of Women's status in all sectors and all walks of life. It has also been considered necessary to have a policy which can enable women employed under the Government and the Public Sector Undertaking to discharge their responsibility as wife/mother on one hand and productive workers on other hand more effectively.

2. The State Government, after considering the guidelines issued by the Government of India, has decided that the female employees who are living with their parents, if unmarried or with their husbands, should not normally be transferred unless it is considered absolutely unavoidable on administrative grounds. It has further been decided that the husband and wife should be posted at the same station as far as possible and within the constraints of administrative convenience to enable them to lead a normal family life and to ensure that education and welfare of their children. For this purpose each department/transferring authorities will maintain a register of those employees whose husband/wife is also a Government servant so that couple do not get separated at the time of annual transfers owing to routine transfers.

## 6. Policy and guidelines for postings and transfers

(i) Copy of C.S. HR. No. 45/7/89-5. G.S.I. dt. 7.4.89

I am directed to refer to the subject noted above and to state that Govt. have decided that the following policy and guidelines should be followed while making postings and transfers of Government employees:-



- i) In the interest of economy, the number of transfers should be kept to the minimum.
- ii) In order to maintain continuity and in the interest of efficiency of work the minimum period for continuously serving on a post shall normally be three years. Employees should not be transferred from a post earlier unless it is essential to do so as exceptional grounds of public interest.
- iii) The maximum period for continuity on a post shall normally be five years. This maximum period shall not be applicable in respect of the employees who are working in colleges, schools and Laboratories including employees working in Industrial Technical Training Institutes. This maximum period of five years shall also not apply to Government employees both gazetted and non-gazetted, who are due to retire within the next two years (*new 1 years w.e.f. 19.11.98*) and they may be allowed to continue on their present posts till retirement.
- iv) Employees should be discouraged from approaching higher authorities by passing the normal channels in the matter of their postings and transfers. It should be made clear that such approach will render them liable to disciplinary action and suitable adverse entries will be made in their annual confidential reports. The competent authorities should however, consider sympathetically the case involving hardship i.e. serious illness.
- v) Gazetted officers should not be posted in their home districts with the exception enumerated below as laid down in letter No. 8508-G-1-3/25184, dated 18-8-1988:-
  - (a) Officers posted in the Secretariat;
  - (b) Heads of Department.
  - (c) Divisional commissioners;
  - (d) Superintending Engineers and similar officers in the other Deppts. whose official jurisdiction comprises more than one district;
  - (e) Officers posted in the office of (b) (c) and (d) above;
  - (f) Professors and Senior lecturers in the Educational Department; and
  - (g) Doctors posted in the Medical Colleges in the State.

- vi) When husband and wife are in Government service, it is desirable to keep the couple at one station so far as possible. Even in cases where the wife is in Government services and husband is under a private employment, it will be desirable to post the wife near or at the same place. Efforts should also be made to post unmarried girls and widows at stations suitable to them as far as possible. Unmarried girls and widows should be given preference over couple cases in the matter of postings and transfers at station convenient to them.
  - vii) As far possible, the handicapped and the blind employees be shown due consideration to mitigate their inconvenience while considering the question of their posting and transfers.
2. The above policy instruction cover only the broad outlines of the policy of government. There may be some peculiar circumstances in some deppts.
- The head of such departments may, where necessary, issue separate instructions to cover such peculiar circumstances, with the prior approval of the Chief Secretary in the Department of General Administration. These instructions should however, be within the framework of the Government policy.
3. (a) Heads of Departments and other authorities empowered to order postings and transfers, should issue such order in accordance with these guidelines. No proposal for postings and transfers of non-gazetted staff should be referred to Government save in accordance with these guidelines, or in exceptional circumstances.
- (b) Proposals concerning those gazetted and other employees will however, continue to be referred to Government for orders, in whose case govt. is the competent authority for ordering postings and transfers.
4. Transfers in all the departments in the State during 1989-90 shall be made only from 7th April to 30th April, 1989, except the staff of the following departments, transfers of which be made during the period noted against them.
- i) Food and Supplies department.
  - ii) Cooperation department.



- iii) Teachings staff of
  - (a) Technical education 1st July to 31st July, 1989.
  - (b) Industrial training
- iv) Transport Department.
- v) Education Department.
  - (a) School Cadre 15-4-89 to 15-5-89
  - (b) College Cadre 1-6-89 to 30-6-89

5. No order of transfers should be issued after the stipulated dates without the prior approval of the Chief Minister.

**(ii) Transfer policy of Class-III and Class-IV Government employees of the State of Haryana for the year 2004-2005.**

(Copy of C.S. Hr No. 45/32/2004-5GSI dt. 6.10.2004)

I am directed to refer to the subject noted above and to state that the Government has decided that following policy/guidelines should be followed while making postings/transfers of class-III and IV Government employees during the current year 2004-05:-

- (i) An employee may generally not be transferred out of his current place of posting before he has completed two years at that post, except for compelling administrative reasons.
- (ii) The above criterion need not be followed in case of transfers on a mutual request by two or more employees, in case there is no administrative inconvenience and or is not against.
- (iii) Transfer of request of an employee may generally be either on mutual basis or against a vacant post.
- (iv) Transfer of a superannuating employee who is in the last year of his service may be effected only in compelling circumstances.
- (v) Transfers outside an employee's cadre, whether an institutional or any other cadre, may be done sparingly for administrative reasons only. Without restricting the generality of the phrase, such administrative reasons may be, by way of illustration, cases where some new institutes/officer are to be started outside the existing cadre involving the same posts; in case of shortage of staff in another cadre involving the same posts, etc.
- (vi) As far as possible employees with a serious handicap that restricts their movement and blind employees, may be shown due consideration to mitigate their inconvenience, while considering the question of their transfers.

(vii) When husband and wife are both in Haryana Government service, they may generally be posted at same or nearby stations as far as possible.

(viii) Efforts may also be made to post unmarried girls and widows, as far as possible, at stations opted by them. In fact, girls and widows would be given preference over couple cases in the matter of transfers at stations opted by them.

(ix) In cases of hardship, transfers made in the year 2004-2005 till 18.09.2004 may be reviewed sympathetically on representation made by the employee to his/her head of Department.

(x) Requests for transfer in cases genuine hardship may be viewed sympathetically by the Head of Department and if the request for transfer is accepted, specific reason for the transfer shall be recorded in the transfer file of official concerned.

2. All the above guidelines are subject to the Government's right to transfer an employee within and outside his/her cadre and in relaxation of the transfer or any other policy/policies, when it is in public or administrative interest.

3. This policy/guidelines may be brought to the notice of all concerned for their information and strict compliance.

**6A Policy to Regulate Transfers During the Year 2008-2009**

(Copy of C&D.G.S.E.Hr. Memo No. 8/3-2008-Co-(4) dt. 28.04.08)

Reference on the subject cited above.

The Govt. has framed the policy to regulate the transfers of the School Education Department for the year 2008-2009. The copy of the same is enclosed herewith for information and further necessary action.

**Policy to Regulate Transfers for the Year 2008-09  
(School Education Department)**

There shall not be any general transfer of teachers in the State of Haryana during the year 2008-2009 except in accordance with the guidelines as enumerated under:-