



GOVERNMENT OF ASSAM
GENERAL ADMINISTRATION DEPARTMENT
DISPUR ::::: GUWAHATI-6

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No.GAD-386878/

Dated: December, 2024

OFFICE MEMORANDUM

Subject: Standard Operating Procedure for Mutual Transfer (intra departmental) for Grade-III and Grade-IV employees

It has been observed that numerous transfer requests are being submitted by Grade-III and Grade-IV officials seeking transfers to their home districts or nearby districts on various grounds. These requests pose challenges as they often involve transfers across districts, which entail coordination between different appointing authorities.

To address this issue, the Government of Assam has decided to facilitate **mutual transfer** among Grade-III and Grade-IV officials within the same department (intra-departmental) as per the following Standard Operating Procedures / guidelines

- 1 **Applicability** : The Mutual transfer policy shall be applicable to all the Grade-III and Grade-IV employees under various administrative Departments and establishments of the Government of Assam.
- 2 **Limit on terms of transfer** : The benefit of mutual transfer request that can be availed by an employee shall be limited to **two occasions** only in her/his entire service period.
- 3 **Conditions for availing the Mutual Transfer** : The mutual transfer between two employees of the same Department and same Directorate/ Commissionerate shall be allowed only if both of them have
 - a) Same grade pay
 - b) Covered under same Service Rule
 - c) Nature and qualification of both posts are similar.
- 4 **Reservation** : Both candidates applying mutual transfer should ideally belong to the **same reservation category** or be appointed under the same category. However, in case mutual transfer is sought between two applicants with different reservation category but meet all other criteria, then such cases will be dealt as per below mentioned manner-
 - i. **Vacancy Exists:** If a vacancy for such reservation category exists in their respective establishments, mutual transfer shall be allowed, with incumbents adjusted against their **respective reserved roster points** in the new establishments.
 - ii. **No Vacancy Exists:** If no vacancy is available for

the reservation category in their respective establishments:

- a. Reserved category employees will be adjusted against the **UR roster point** initially.
- b. They will be adjusted subsequently against the **next available reserved roster point** in the new establishment.
- c. **Condition:** Such employees shall not be eligible for reservation benefits in their **first promotion** after the mutual transfer

- 5 **Transfer of records on mutual transfer** : The following documents of the Government employees are required to be transferred to the new place of posting on account of mutual transfer: -
 - a) Service Books
 - b) Personal File
 - c) ACRs
 - d) Leave records
 - e) Any other records as may be required.
- 6 **Claims for seniority /promotion** : Employees availing mutual transfer shall not claim **seniority** or **immediate promotion** in the new establishment.

In case, the state level seniority for a cadre doesn't exist, the seniority will be fixed in the new establishment, placing them at the bottom of the same recruitment year if the same year cadre is available or else at the top of the succeeding **next consecutive recruitment year**. (For e.g. If a 2007 batch employee is seeking transfer and at the new place of joining, if no cadre of the same recruitment year exists i.e., 2007 and preceding and succeeding consecutive batch recruitment year is 2004 and 2009 respectively, the 2007 batch employee shall be placed at the top of the succeeding next consecutive recruitment year i.e., 2009)
- 7 **Pay benefits** : Persons availing mutual transfer shall get the benefit of pay protection of the last pay drawn in the previous establishment. However, such pay protections shall have no linkage with respect to her/ his inter-se-seniority in the new establishment.
- 8 **Maintenance of Gradation list/ inter-se-seniority list** : Upon mutual transfer, the concerned establishments shall update the respective Gradation list/inter-se-seniority list of the relevant cadre by incorporating the names of newly transferred employees with a remark highlighting their date of joining on mutual transfer from other establishment in order to avoid any confusion during future claims and objections in connection with pay parity, seniority, promotion and other similar matters
- 9 **Other conditions** :

a) Release Order Generation

The Controlling officer shall release the transferred employee within 7(seven) days of the issuance of the transfer order.

b) Joining Period

The joining period for transferred employee shall be determined according to the default joining period set by the organization where the employee joins. This ensures consistency in employee transitions post-transfer.

c) No TA & DA shall be admissible for the mutual Transfer.

d) Competent authority for approving Mutual Transfers:

- I. The **Head of Directorate/Commissionerate (HoD)** shall be the competent authority for processing and approving mutual transfer cases within their respective jurisdiction.
- II. If no **Directorate/Commissionerate** exists, then the **Senior-most Secretary** of the department shall act as the competent authority for approving such cases.
- III. Departments may exercise necessary department specific restrictions to transfers as per rule.

Commissioner & Secretary to the Govt. of Assam
General Administration Department

Memo.No.386878/ -A

Dated, Dispur the December,2024

Copy to:-

1. The Accountant General (A & E) Assam, Guwahati.
2. The Sr. Most Secretary (All Department)
3. Principal Secretary to HCM, Assam
4. Principal Secretary to all autonomous councils of Assam.
5. The Secretary Co- ordination, O/o Chief Secretary, Assam
6. All Heads of Departments.
7. All District Commissioners
8. PS to all Ministers

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Commissioner & Secretary to the Govt. of Assam
General Administration Department