

No. 45/15/2004-1GS-II
HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT

Dated, Chandigarh, the 27th November, 2019

From

The Chief Secretary to Govt. Haryana.

To

All the Administrative Secretaries to Government Haryana.
All the Head of Departments and Divisional Commissioners of Haryana.
All the Managing Directors/Chief Administrators of Boards/Corporations of Haryana Govt.
All the Deputy Commissioners in Haryana.

Subject: General Transfers and Temporary Transfers during the year 2018-2019.

Sir/Madam,

I am directed to invite your attention on the subject noted above and to say that

Government has taken the following decision regarding general transfer during the year 2018-2019 :-

(A) Where the sanctioned strength of a category of posts is less than 500:-

The Minister-in-charge would be competent to effect transfer in their respective department/Board/Corporations from 1st December, 2019 to 15th December, 2019 of those categories of posts of Group B, C and D where the sanctioned strength of a category of posts is less than 500 and on line transfer system is not being contemplated. All such transfers shall be consistent with the guidelines contained in sub-para (i) to (vii) of para 1 of policy and guidelines dated 7th April, 1989 as amended by guidelines dated 19.11.1998. These guidelines inter-alia pertain to the maximum period on a post, special relaxation for those who would retire within the next one year, non-posting in home districts, couple cases, specially abled employees. Further, the Composite Transfer Grant and joining time will not be admissible on transfer from one station to another except where the transfer is in public interest.

B. Where the sanctioned strength of a category of posts is 500 or more:-

Where the sanctioned strength of a category of posts is 500 or more and on-line transfer policy has not yet been finalized/implemented, in such departments/Boards/Corporations only temporary transfer or short term deputation of Group B, C and D employees shall be admissible for which orders may be issued with the approval of Minister-in-charge during the period from 1st December, 2019 to 15th December, 2019 for a period not exceeding 31st March, 2020 in any individual case. This shall be in partial modification of instructions No. 15/16/2017-1GS-II dated 18th July, 2019 for the designated period i.e. 01.12.2019 to 15.12.2019. It is to be emphasized that during the implementation of the on-line transfer policy, the said period of temporary transfer/deputation shall be counted as stay at the place of posting immediately prior to the said temporary transfer/ deputation.

2 For the purpose of entitlement of Composite Transfer Grant, joining time and/or Travelling allowance under the rules, all the Heads of Departments and Administrative Secretaries are directed to specially clarify in the transfer order and also in the temporary transfer order whether the **transfer is in public interest** or not. Further, the transfer order should also mandatorily carry the '**Payee Code**' as entered in HRMS of the Government employee who is transferred from one station to another.

3 These instructions may please be brought to the notice of all concerned.

Yours faithfully,


Under Secretary General Administration
for Chief Secretary to Govt. Haryana.