

No. 23/5/2001-2GSIII

From

The Chief Secretary to Government Haryana.

To

1. The Director,
Industries Department, Haryana.
2. The Director,
Agriculture Department, Haryana.
3. The Director,
Sports & Youth Welfare, Haryana.
4. The Engineer-in-Chief,
PW (Public Health) Department, Haryana.
5. The Engineer-in-Chief,
PW (B&R) Department, Haryana.
6. The Engineer-in-Chief,
Irrigation Department, Haryana
7. The Director General,
Health Services, Haryana
8. The Director,
Ayurveda Department, Haryana
9. The Director,
Fisheries Department, Haryana
10. The Controller,
Printing & Stationary Department, Haryana

Dated Chandigarh the, 9th January 2004

Subject: Guidelines regarding transfer of excess employees as a result of restructuring/Rightsizing of Government Department.

Sir,

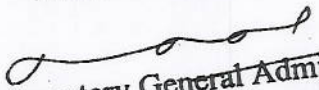
I am directed to invite your attention to the guidelines issued vide this office letter No. 23/5/2001-2GSIII, dated 18th September 2003 on the above subject.

Some departments have sought clarifications on certain issues for proper implementation of the above said guidelines. The matter has been considered by the Government and the issues raised as well as the requisite clarifications are given in the

From pre-page:-

The receipt of this communication may kindly be acknowledged.

Yours faithfully,


Special Secretary General Administration,
for Chief Secretary to Government, Haryana.

A copy is forwarded to all the concerned Administrative Secretaries
to Government Haryana for information and necessary action.


Special Secretary General Administration,
for Chief Secretary to Government, Haryana.

To

All the concerned to Administrative Secretaries to
Government Haryana.

U.O. No. 23/5/2001-2GSIII

Dated, Chandigarh, the 09-01-2004.

"Annexure" to letter No. 23/5/2001-2GSIII, Dated _____

Sr. No.	Issue Raised	Clarification
i)	Whether option of only -excess employees who have been declared surplus is to be taken or in respect of all the employees who are on sanctioned strength in respective categories of the department.	Option is to be taken of all the excess employees in the respective categories who are on the sanctioned strength of the department as per clause no. 3 of the instructions dated 18.9.2003.
ii)	Whether the said option is to be taken from all the employees even if they have already been sent on deputation/transfer basis before the issuance of instructions dated 18.9.2003.	If the excess employees who have already been sent on deputation basis before the issuance of the instructions dated 18.9.2003 are yet to be absorbed by the borrowing department, their option is required to be taken. In case of those employees who have already been appointed on transfer basis in the borrowing departments, the question of obtaining their option does not arise.
iii)	Whether the options are to be obtained in respect of each department from the employees in the respective category and order of preference will be available if the department is more than one.	Option of the excess employees is to be obtained for transfer to any other department and they are not to be allowed to exercise preferential option.
iv)	Whether any time limit can be fixed for the borrowing department to finalise the appointment in respect of each recommendation.	The borrowing department may be asked to finalize the appointment in respect of each recommendation within 15 days of the names of excess employees being referred by the transferee department. If any clarifications are required the concerned officers of the lending and borrowing departments should sort out the matter in a meeting within these 15 days.
v)	Whether excess employees can be recommend for adjustment on transfer basis to various departments over and above the requisition and the extent.	The lending department should recommend a panel for adjustment containing up to a maximum of 10% employees over and above the number of posts requisitioned by the borrowing department. For instance if 10 vacancies are to be filled up, a panel of 11 names may be sent by the lending department. The borrowing department will have to fill up at least 80% of the posts requisitioned from the panel recommended by the lending department. If the borrowing department does not absorb the excess employees upto 80% from the panel,

Sr.No.	Issue Raised	Clarification
vi)	Whether the department will be at liberty to recommend the name of the employee to another department in case no intimation is received from the first department in the prescribed period.	The lending department will depute an officer to sort out the matter with the borrowing department within the prescribed period.
vii)	If the option received is less than the available vacancies then what would be the criteria to recommend further employees to the borrowing department.	If the option received is less than the available vacancies, a panel containing the names of all the optees and the junior most employees in the respective categories should be recommended to the borrowing department. For example, if there are 20 excess employees in a particular category and if the number of vacancies requisitioned is 10 and the number of employees who opt for the same are 3. Then in addition to these 3 employees, names of 8 more employees who are junior most in the category should be recommended. If however, the option is given by all the 20 excess employees i.e. more than the available vacancies in a department, a panel containing the names of all the optees should be recommended.
viii)	How much time limit can be fixed for giving option to the excess employees for getting them transferred to other departments.	The lending departments should allow its employees to exercise their option for transfer to other department within a month.
ix)	Whether the option will be obtained in general or for a specific department.	Same as for serial number (iii) above.
x)		Due representation to SC,BC, ex-servicemen etc., as per the reservation policy issued by the Government from time to time will be kept in view by the lending and borrowing departments as far as possible. The whole exercise should be completed by 31 st March, 2004.
xi)		Tentative list of excess employees in different departments can be circulated to all Government Departments