

GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT

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Puducherry, the

CIRCULAR

The Department of Revenue and Disaster Management, Puducherry proposes to frame a Transfer and Posting Policy for Revenue Staff under the cadre control of this Department.

2. The draft Transfer and Posting Policy are uploaded for comments of the stakeholders.
3. Comments, if any may be sent to undersigned latest by 21.02.2020.

P. Muthu Meena
5/2/2020
(P. MUTHU MEENA)
SPECIAL OFFICER

Encl.: As Above.

To

All Concerned.

**TRANSFER AND POSTING POLICY FOR REVENUE STAFF UNDER
THE CADRE CONTROL OF THE DEPARTMENT OF REVENUE AND
DISASTER MANAGEMENT AUTHORITY**

(1) **SHORT TITLE, COMMENCEMENT AND APPLICABILITY**

- (1) The Policy may be called the "Transfer and Posting Policy for Revenue Staff"
- (2) This Policy takes effect on and from the date of issue of the Government Order.
- (3) This Policy is applicable to all Revenue Staff for whom the Department of Revenue and Disaster Management is the Cadre Controlling Authority.

(2) **OBJECTIVE OF THE POLICY**

The "Transfer Policy" aims to harmonise the objective of institutional memory, avoid development of vested interests and provide exposure of working in different organisations, inter-alia ensuring overall growth of an Officer.

(3) **DEFINITIONS**

Unless the context otherwise requires:

- (a) "Revenue Staff" means the categories for which the Cadre Controlling Authority is the Department of Revenue and Disaster Management .
- (b) "Official" means the official belonging to the Revenue staff irrespective of their rank or status.
- (c) "Policy" means the "Transfer and Posting Policy for Revenue Staff"

(4) **INTRODUCTION**

The UT of Puducherry consists of four regions. Pondicherry and Karaikal located in Tamil Nadu, Yanam located in Andhra Pradesh near Kakinada and Mahe located in Kerala near Kannur. Puducherry and Karaikal region have both urban and rural areas whereas both Mahe and Yanam are treated as urban areas. The officials working in the Department are posted in these regions. In order to rationalize the mobility of officials from one region to the other region, (and within each region, it has been proposed to evolve a transfer policy. Accordingly, the following policy has been framed for the transfer / posting of officials of Department of Revenue and Disaster Management upto the rank of Group B and C Officials in Government of Puducherry;

(5) **GENERAL NORMS FOR TRANSFER:**

- (1) An Official who has served for three years will ordinarily be liable for transfer from one to another Office in order to Provide wide exposure and career growth to him / her.
- (2) The Authority Competent to approve transfer / posting, may order transfer / posting of any official at any point of time, if Public interest or administrative exigency so requires.
- (3) While submitting requests for transfer, the officials shall not bring or attempt to bring any outside influence for getting transfer in their favour. Violation, if any, will lead to rejection of the transfer request besides inviting disciplinary action against the official concerned under the CCS (Conduct) Rules, 1964.
- (4) The officials shall work compulsorily in other regions, other than their region of residence or the region they hail from, for a specified period.
- (5) In a region if there is many sub offices, the officials shall also be rotated within the region.
- (6) The second or subsequent regional transfer of a person / official shall be made only when others in the same cadre have served at once in other region.

(6) **OFFICIALS OF NATIVE OF PUDUCHERY REGION:**

- (1) Should work either in Karaikal for 2 years or Mahe/Yanam for 1 year for every 10 years of service, in cycles.
- (2) Should be transferred from one office / department to another office / department on completion of 3 years in last subject to availability of posts within the region

(7) **OFFICIALS OF NATIVE OF KARAIKAL REGION:**

- (1) Should work in Puducherry for 2 years or Mahe/Yanam for 1 year for every 10 years of service.
- (2) Should be transferred from one office to another office on completion of 3 years subject to availability of posts, within the region.

8 **OFFICIALS OF NATIVE OF MAHE REGION:**

- (1) Should work either in Puducherry and Karaikal for 2 years or Yanam for 1 year for every 10 years of service, in cycles.
- (2) Should be transferred from one office to another office on completion of 3 years subject to availability of post, within the region.

9 **OFFICIALS OF NATIVE OF YANAM REGION:**

- (1) Should work either in Puducherry/Karaikal for 2 years or in Mahe for 1 year for every 10 years of service, in cycles.
- (2) Should be transferred from one office to another office on completion of 3 years subject to availability of post, within the region.

10 **CALCULATION OF ELIGIBILITY FOR REGIONAL TRANSFERS**

- (1) On promotion or otherwise, an official posted in his native region of Puducherry may be posted to other region of Puducherry, if vacancies in his / her native region are not available. In case of tie for the transfer outside the native region, preference will be given to the Officer who has stayed longer in the native region. For this purpose, the tenure shall be calculated with reference to the actual period of their stay in the native region concerned and the period of deputation or service placement to their native region, long leave / training more than 15 days, if any, shall be included.
- (2) On completion of the tenure in other regions as mentioned above, the officials will be eligible for transfer to their native region. In case of tie for the transfer to the native region, preference will be given to official who has stayed longer tenure outside his native region. For this purpose, the tenure shall be calculated with reference to the actual period of their stay in the region concerned and the period of deputation or service placement to their native region, long leave / training more than 1 days, if any, shall be excluded.
- (3) The leaves viz Earned Leave, Half Pay Leave and Child Care Leave, taken by the Government Servant will be deducted for reckoning the required period of duty / service as one year in any region. However, the period of maternity leave shall be an exception.

11 **OFFICIALS ABOUT TO SUPERANNUATE:**

- (1) An official due to superannuate within a year may be exempted from rotational transfer.
- (2) If an official is due to retire on superannuation within a period of six months, he / she may be retained in the same Department on promotion even if he / she has completed the prescribed tenure, subject to availability of vacancy.
- (3) In the last one year of service (before superannuation), personnel will be allowed to be posted in the region of their choice subject to the availability of post/vacancy, for which request shall be made in advance atleast eight months prior to superannuation date.

12. **NEW RECRUITS:**

- (1) The newly recruited Officials will ordinarily be posted in regions having staff deficit. The junior most must be posted in Yanam /Mahe. Mother tongue shall also be a criterion for the postings in outlying regions, subject to availability of vacancies / posts.
- (2) The request for transfer to other regions from the newly recruited official whose normal place of residence (domicile) before joining the service in Puducherry UT (Puducherry / Karaikal / Mahe / Yanam region as the case may be) will be considered as and when there is a vacancy in the region to which the transfer request is made but, after going by a normal tenure of not less than two years.

13 **POSTING OF HUSBAND AND WIFE:**

- (1) As far as possible, husband and wife, if both of them are serving under the Government of Puducherry, may be posted in the same region, subject to availability of post / vacancy.
- (2) When one of them is transferred to other region on promotion or for any other reason, his / her spouse may also be considered for transfer to other regions, if such a request is received from him / her subject to availability of vacancies in the said region.
- (3) They will however be considered for transfer to their native place only on completion of the tenure period in the region where they have been posted.

14. **TRANSFER ON MEDICAL GROUNDS:**

- (1) The officials suffering from serious illness such as Cancer, Kidney failure, may be considered for transfer near their residence to the extent possible or in place of their choice on merit subject to availability of vacancies and subject to medical certificate issued by the Medical Superintendent, Government General Hospital.
- (2) Request for transfer on other Medical grounds will be considered for posting in the region of their normal residence subject to meeting the condition prescribed by the department from time to time including constitution Committee/Board etc. by the Competent Authority:

15 **PERSONS WITH DISABILITIES:**

Persons with disabilities duly certified by Competent Authority shall be considered for posting near their residence to the extent possible or in a place of their choice on merit subject to availability of vacancies. Request for transfer from officials having child with disabilities or severe ailment duly certified by Medical Superintendent, Government General Hospital may also be considered on case to case basis.

16 **IMPLEMENTATION OF TRANSFER ORDERS:**

- (1) Transfer / posting orders issued by this Department of Revenue and Disaster Management shall be implemented within 15 working days from the date of issue of the Orders and the transferred official shall be relieved without waiting for substitute.
- (2) If the transferred officials are not relieved within 15 working days, they shall be deemed to have been relieved on the forenoon of the next working day and thereafter, shall not be entitled to draw pay and allowances from the Department from where they have been transferred. They may report before the Head of Department /Office to which they have been transferred without waiting for formal relieving order. Failure to do so may invite disciplinary action for disobedience of transfer orders. Further, in case of deemed relief, the concerned Government servant shall submit a proper handing over report to the Head of Section /Office before getting relieved from the said Office / Department.
- (3) Deployment of employees on 'Service Placement" on 'Office Order" basis may be avoided if regular transfer arrangement is possible Further, service placement arrangement shall be done only with the approval of the Authority Competent to transfer / post them.
- (4) In order to ensure Transparency, orders effecting transfer and posting, shall be hosted in the official website of the Department of Revenue and Disaster Management.

17 **DISCLAIMER:**

In the interest of public service and to meet the exigencies of situation, the Competent Authority may relax the provisions transfer policy, after recording the reason in writing. He may also cancel / alter any order of transfer.

Muthu Meena
5/2/2020

(P. MUTHU MEENA)
SPECIAL OFFICER

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