

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Human Resources Management – Transfer and Postings of Employees –
Instructions/ Guidelines – Orders – Issued - Reg.

FINANCE (HR. I) DEPARTMENT

G.O.Ms. No. 57

Dated:18.05.2015.
Read the following: -

1. G.O.Ms No 211 of Finance (DCM-II) Department dated November 15, 2014.

ORDER:

The Government is committed to the welfare of its employees and seeks to promote work-life balance to enable the employees and their families lead happy and contented lives. In this direction, the Government's policy is to ensure every employee is posted at a work place where she / he is most productive and contributes the best for improved governance and efficient public services. Overall, the Government is committed to right placement of the staff to improve efficiency and accountability in administration.

2. Accordingly, the existing ban on transfer of employees imposed in G.O.Ms No 211 of Finance (DCM-II) Department dated November 15, 2014, is hereby relaxed for the period from May 18 to 31, 2015, to ensure right placement of employee to secure optimum productivity and commitment to furtherance of Government's development objectives.

Guidelines for Placement

3. The transfers will be undertaken with adherence to the following instructions.
 - i) The transfer of employees will be undertaken between May 18 and May 31, 2015. There shall be no transfer prior to or after this period.
 - ii) The transfer policy should be an effective tool in capacity building with the employees getting a variety of experience within the department, thus becoming more fit to hold higher responsibilities.
 - iii) Any employee retiring on and before June 30, 2016 shall not be transferred. No person shall be transferred before completion of two years of service at a particular duty station as on May 01, 2015. Likewise, no person shall be retained beyond five years of service in any

station. Service in all cadres at any duty station shall be counted while calculating the period of service at a particular duty station.

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- iv) While effecting transfers, the Competent authority shall accord priority in the order given below, subject to satisfaction of other conditions specified in this Order:
 - a) Employee who has completed more than five years at a duty station duly counting the total service rendered in all cadres shall be transferred without exception;
 - b) Employees who have completed two years of service may be transferred either on administrative grounds or on account of the following conditions upon request for transfer:
 - i) Employees with disabilities of 40% or more as certified by the competent authority as per "Persons with Disabilities (P.W.D) (Equal opportunities, protection of rights and full participation Act, 1995);
 - ii) Husband and Wife cases (Only one of the spouses shall be shifted following the prescribed procedure);
 - iii) Requiring advanced medical treatment for serious ailments like Cancer, Open Heart Surgery, Neurosurgery, and Renal transplantation, for self or spouse or dependent children and dependent parents, to a place where such facilities are available; and
 - iv) Employees having mentally retarded children may be considered for posting to a place where medical facilities are available subject to certification by the competent authority.
- v) The second and higher level Gazetted Officers shall not be posted in their native district. Native District shall be determined by the entry in the Service Register of the employee. Other employees shall not be posted in their native Mandal.

- vi) Employees shall invariably be transferred from the existing location on promotion, unless no such post exists at a different location.
- vii) For the purpose of transfer, Duty Station is defined as the Place (City, Town, Village) of actual working and not office or institution under which the employee is working.
- viii) All transfers ordered where the employees have indicated preference for duty stations shall be treated as request transfers for the purpose of sanction of T.T.A. and other transfer benefits.

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Process for Transfer

- i) The Government will issue orders for the transfer of all State Cadre officers. Whereas, the Head of the Department (HoD) will order the transfer of Zonal and Multi-Zonal Officers. While issuing transfers of all State Cadre Officers, Zonal and Multizonal Officers, the Government/HOD shall indicate the specific place/post available in a District if there is only a single post for that category/cadre of officers in the District. If there is more than one post available in that cadre/ category in that district, such officers shall be allotted to the districts and the District Level Committee will finalize the place of posting within the district.
- ii) A District Level Committee (DLC) is being established with the Minister-in-charge of the District Development as the Chairman and comprising of the District Collector and the District Head of the concerned department. The DLC will effect the transfer of all Local / District Cadre employees. It will also assign posting to the Zonal / Multi-Zonal and State Cadre employees allotted to the district by the Government / HOD. The DLC shall finalise the list of employees to be transferred and upon approval by the Committee, the District head of the concerned department shall issue orders.
- iii) All transfers shall be done in a fair and transparent manner, with due consideration for the productivity and efficiency of the employee. Transfer may be taken up by counselling for all Non-gazetted officers and below categories, except in cases where transfers are effected on

administrative grounds.

- iv) Transfers on compassionate and personal grounds have been misused from time to time. Before ordering the transfer, the competent authority will verify the truthfulness of the grounds and take necessary action.
- v) The employee shall be deemed to be relieved from the post within five working days of issuance of the orders of transfer by the competent authority. Every employee thus transferred shall submit a charge handing over report to his / her successor with a copy to the head of the office.
- vi) The Secretary to the Government, Head of the Department and the District Collector shall be responsible for ensuring that transfers under his / her control are strictly in accordance with the instructions detailed in this order.
- vii) The standing instructions guiding the transfers of Office Bearers of recognized employees unions issued in Circular Memo No.245/GA/A1/2014-1, Dated : 16.09.2014 shall be followed.

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Exceptions

4. The above instructions, however, will not apply to the revenue earning departments viz. i) Commercial Taxes; ii) Prohibition & Excise; iii) Stamps & Registration; and iv) Transport. Separate orders will be issued for these departments. Similarly, separate Guidelines will be required for the Education (School Education and Higher Education) and Health, Medical and Family Welfare Departments keeping in view the unique nature of the service conditions prevailing in these departments and the specialisations in different cadres. Further, the T&A Department is exempted from these orders in view of implementation of CFMS and ongoing computerization. These departments will issue separate orders in consultation with the Finance Department with separate time schedule and instructions applicable for the employees of these departments.

5. Likewise, these orders will not apply to the staff working under the control of the Hon'ble High Court of Telangana and Andhra Pradesh.

6. This order is available in the internet and can be accessed at the address

<http://www.goir.ap.gov.in>.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

Dr. P.V. RAMESH
PRINCIPAL FINANCE SECRETARY TO GOVERNMENT

To

Departments of Secretariat.

HM&FW Department & Higher Education

Department with a request to issue necessary
instructions to the HODs under their control,

All Heads of Departments.

All District Collectors.

The Registrar, High Court of Telangana and Andhra Pradesh at Hyderabad.

The Secretary, A.P.P.S.C., Hyderabad.

The Registrar, A.P. Administrative Tribunal, Hyderabad.

The Prl. Accountant General, Andhra Pradesh, Hyderabad.

The Director of Treasuries and Accounts, A.P., Hyderabad.

All District Treasury Officers.

All Officers/Sections in Finance Department.

SF/SCs.

//FORWARDED:: BY ORDER //

SECTION OFFICER