

TRANSFER AND POSTING

INSTRUCTIONS

Serial No.	Reference No.	Date	Subject
(1)	(2)	(3)	(4)
1.	Office Memorandum No. 14151 (Gen.)	06-08-1986	Posting of husband and wife at the same station.
2.	Circular No. 31359 (Gen.)	13-12-1991	Policy relating to transfer and posting of couples employed under the State Government.
3.	Circular No. 27559 (Gen.) (Oriya)	21-09-1998	Ditto
4.	Resolution No. 1 (Gen.)	01-01-2000	Special dispensation in respect of recruitments and filling up posts relating to State cadres in KBK/Gajapati/Kandhamal and Boudh districts.
5.	Office Memorandum No. 23536 (Gen.)	10-07-2000	Policy relating to the transfer of Government servants during 2000-2001.
6.	Resolution No. 24003 (Gen.)	16-08-2001	Policy relating to transfer of Government servants in KBK districts.

[No. 14151/Gen.]

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

OFFICE MEMORANDUM

(Published in the *Orissa Gazette* on 3-10-1986)

The 6th August 1986

Subject – Posting of husband and wife at the same station.

The question of formation of an approach to the posting at the same place of husband and wife, if both are in State Government service, has been raised on several occasions. Generally, requests of Government servants for posting of husband and wife at the same station receive sympathetic consideration each case is decided on merits, keeping in view the administrative requirements. It is considered necessary to adopt an approach which can enable women employed under the Government to discharge their responsibilities as wife/mother on the one hand and productive workers on the other more effectively.

The Education & Youth Service Department in their letter No. 30541-1E/M-42/63-E., dated the 27th December 1963, had decided that in order to avoid dislocation of work in the teaching institutions whenever transfer of any individual teacher from one place to another is contemplated the transfer question should invariably be viewed from the stand point of individual's wife or husband if she/he happens to serve as co-worker in the same institution at the same place under the control of Government for the purpose of affording facility of their posting at one and the same station. As far as practicable such transfers should normally be made at the beginning of the session. Health & Family Welfare Department vide their circular No. 17168-II, dated the 24th July 1974, have also decided that to the extent permissible and possible and without detriment to public service, husband and wife may be posted together (when the employee is a lady, she may as far as possible be posted at the same station where her husband is).

Thus, the need to post husband and wife together at the same station as far as possible, has been recognised by many appointing authorities.

It is reiterated that as far as possible and keeping in view the administrative feasibility and necessity, the husband and wife (where both are State Government employees) should be posted to the same station.

M. P. MODI

Special Secretary to Government

[No. 31359-2R/I/91Gen.]

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

Bhubaneswar, dated 13th December 1991

From

Shri Tarun Kanti Mishra, I. A. S.
Special Secretary to Government.

To

The Secretaries to all Departments.

Subject – Policy relating to transfer and posting of couples employed under State Government.

Sir,

I am directed to invite a reference to General Administration Department's letter No. 28100, dated 10-10-1990 wherein the policy of the Government relating to transfer and posting of husband and wife working under the State Government was enunciated. In this letter it was clarified that couples should be posted as far as possible in one station or in the neighbouring stations not being their home districts.

“Recently, the Supreme Court, in case of Bank of India Vrs. Jagjit Singh Mehta have held that the departmental authorities should consider the fact of separation of husband and wife along with the exigencies of administration. In the words of the Supreme Court, the authorities will enable the two spouses to live together at one station if it is possible without any detriment to the administrative needs and the claim of other employees”. While choosing the career and a particular service the couple have to bear in mind the possibility of separation and be prepared to face such a hardship if the administrative needs and transfer policy do not permit the posting of both at once place without sacrifice of the requirements of the administration and the needs of other employees. In such a case the couple have to make their choice at the threshold between the career prospects and family life. After giving preference to the career prospect, they cannot as of right claim to stay together at a particular station.

Yours faithfully,

T. K. MISHRA

Special Secretary to Government

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

RESOLUTION

No. 1

The 1st January 2000

Subject – Special dispensation in respect of recruitments and filling up posts relating to State Cadres in KBK/Gajapati/Kandhamal and Boudh district.

The district of K. B. K. region, Gajapati, Kandhamal & Boudh have been facing perennial problem in the matter of filing up of vacancies in different services and posts relating to State cadres. Officers and staff related to different Departments posted to these districts try various methods to avoid placement in these districts notwithstanding the provision of Rule, 23 of the Orissa Government Conduct Rules, 1951. This Rule stipulates that no government servant shall bring or attempt to bring any influence to further his interests in respect of matters pertaining to his appointment and other service conditions.

As a consequence, Officers and staff who do not just to put such pressure or are unable to put such pressure continue to work in these districts for disproportionately long periods in their service career.

As a result of the above, people in these districts are deprived of their legitimate share in the benefits of different developmental schemes of the Government.

Government has been actively considering for some time about effective steps to curb the tendency of avoiding postings to these districts and prescribed effective and practical remedial measures to ensure that Governance is not impaired in these districts or development process is not hampered on account of non-availability of officers and staff in different services/posts relating to State level cadres.

(2) Government after careful consideration of the above problem have decided that there should be a set of instructions which could ensure that all the sanctioned posts in the above districts get filled up and there will be no vacancies in different services/posts any time due to non-joining of the Government servants posted to these districts. Accordingly, Government have been pleased to decide that :

- (a) In all State level posts, the first posting upon recruitment will be made in the districts of K. B. K. region, Gajapati, Kandhamal and Boudh districts. Similarly, upon first promotion to any State level post all the incumbents would be first posted in the K. B. K., Gajapati, kandhamal and Boudh districts.
- (b) The above posting will be normally for a duration of 3 years. The period of leave of any kind will not be counted while calculating the period of three years.
- (c) If all the vacant posts in the above districts in the concerned category are filled up, the person having spent maximum period of stay in K. B. K./Gajapati/Kandhamal & Boudh districts in that cadre will be shifted out of K. B. K./Gajapati/Kandhamal/Boudh areas and the steps as laid down in Sub-Para. (a) above will be operate.

(3) It is impressed upon all concerned that the principles indicated under Para. 2 above should be followed strictly and any deviation to it will be viewed seriously. The concerned Secretary and Head of Department will be held responsible for the deviation. Only in rarest of rare cases the Secretary of the Administrative Department will recommend a deviation from the above practice to the K. B. K., Chief Administrator (Special Area Development) who will for reasons recorded in writing recommend the case to the Chief Minister through Chief Secretary, if considered appropriate. Only with written prior approval of the Chief Minister, a deviation can be made from the above scheme.

Order – Ordered that the Resolution be published in an extraordinary issue of the *Orissa Gazette* and copies thereof be supplied to all Departments/all Heads of Departments/all Collectors/Registrar of Orissa High Court/Registrar, O. A. T./Special Secretary, O. P. S. C./Secretary, Staff Selection Commission/Deputy Director General, Gopabandhu Academy of Administration.

By order of the Governor
S. B. AGNIHOTRI
Special Secretary to Government

No. 23536 – O. & M. (2) – 6/2000-Gen.

GOVERNMENT OF ORISSA
GENERAL ADMINISTRATION DEPARTMENT
OFFICE MEMORANDUM

The 10th July 2000

To

All Departments of Government.

Subject – Policy relating to the transfer of Government servants during 2000-2001.

- Ref. - 1. G. A. Department O. & M. No. 19538, dated the 29th July 1991 (Copy enclosed)
2. Book Circular No. 42
3. G. A. Department O. & M. No. 10271, dated the 20th May 1995 (Copy enclosed)

The undersigned is directed to state that the period for normal transfer of Government employees for the current year is already over.

All Department of Government should, therefore, ensure that no normal transfers should be made during the current year. Transfer proposals made, if any, should be governed by the prescribed provisions issued by this Department from time to time. These include, in particular, the reference (1), (2) and (3) cited above.

S. B. AGNIHOTRI
Special Secretary to Government

No. 24003/Gen.

GOVERNMENT OF ORISSA
GENERAL ADMINISTRATION DEPARTMENT
RESOLUTION

The 16th August 2001

While reiterating the contents of this Department's Resolution of 1st January 2000 duly published in the extraordinary issue of the Orissa Gazette, of the 29th February 2000 the undersigned is directed to say that Government have decided to show some special consideration to the officers and staff who are liable to all Orissa transfers, for working in the K. B. K. areas and in the Gajapati, Kandhamal and Boudh districts :-

(i) An employee liable to all Orissa transfers, who goes on posting to any of the districts referred to above, will, after completion of 3 years of service excluding the period spent on leave, be offered the posting of his choice. The concerned employee will give two options and as far as practicable his first option will be respected failing which the second option will be taken into consideration. His options will be in favour of whole districts and not for any particular place of posting.

If a Government employee is in occupation of a Government quarter prior to his transfer to any of the districts mentioned above, he would be allowed to retain the same at normal rent, if he so wishes. Such retention would be allowed only on the grounds of children's education or health of close family members. This facility will be available for a maximum period of 3 years or till the employee is in service in the above mentioned districts, whichever is earlier. This facility will be available to all places in Orissa including Cuttack and Bhubaneswar.

By order of the Governor
D. P. BAGCHI
Chief Secretary to Government

Circular No. 19538-9/91-Gen.

GOVERNMENT OF ORISSA
GENERAL ADMINISTRATION DEPARTMENT

The 29th July 1991

To

All Departments of Government
All Revenue Divisional Commissioners
All Heads of Departments
All Collectors.

Subject – Policy relating to transfer and posting of Government servants.

In order to examine the policy of transfer and posting of Government servants and to formulate appropriate guideline for ensuring efficient and responsive administration without causing undue hardship to the officers, a Cabinet Sub-Committee was first set up by the Parliamentary Affairs Department in Resolution No. 10300, dated the 20th April 1990 and reconstituted as vide Resolution No. 3046, dated the 6th July 1991.

2. The reconstituted Sub-Committee met on the 9th July 1991 and formulated their recommendations on the subject. The Government after careful consideration of the recommendations of the Sub-Committee have been please to lay down the following principles to regulate the transfers and postings of Government servants.

- (i) No officer of the rank of Class II and above shall be allowed to remain in a particular district for more than six years. For this purpose each Revenue District would be treated as a separate district.

- (ii) Officers should ordinarily be transferred after completion of three years in a station but nothing herein contained prevents the transferring authorities from transferring the officer earlier than three years it is any time when as considered necessary in the public interest.
- (iii) Posting of officers in their home districts should be avoided in cases of postings of Collectors, Additional District Magistrate, S. Ps., Additional S. Ps., Conservator of Forests, Divisional Forest Officers, Inspectors of Schools, Superintendent of Excise, Commercial Tax Officers, Regional Transport Officers, Motor Vehicle Inspectors and Civil Supplies Officers.

Sub-Collectors, Officers in-charge of the Police-stations and Inspectors of Police and Uniformed Sub-Inspectors and Assistant Sub-Inspectors of Police-stations and Out-Post should not be posted in their home Sub-divisions.

- (iv) Officers belonging to the District level cadres and B. D. Os./Tahasildar/Additional Tahasildars shall not be posted in their home Tahasils and home Blocks.
- (v) Officers may be posted to their home districts two years before their retirement, subject to the restrictions indicated in clauses (iii) & (iv) above.
- (vi) Officers completing six years of continuous service in the Districts of Koraput, Kalahandi and Phulbani may be posted to their home districts subject to the restrictions indicated in clauses (iii) and (iv) above.
- (vii) In respect of officers of non-transferable services like the Ministerial cadres in the Secretariat and in the Heads of Departments, nobody shall remain in a seat for more than three years. This can only, in special circumstances be extended up to six years.
- (viii) Office-bearers of the recognized Service Associations should not be disturbed from their posts during the current year, (1991-92).
- (ix) Whenever any provision in Book Circular No. 42 or any other Government Circular is found contrary or contradictory to the above stated guidelines of the Government, these guidelines should prevail, and the Government Circulars may accordingly be modified :

Provided that any of the above mentioned principles may be relaxed only in public interest, on administrative grounds and in hard cases supported by detailed reasons to be recorded. All proposals for relaxation involving Class I and Class II officers should be put up to the C. M. through the Minister concerned, for orders. Other cases are to be decided by the Minister in-charge of the Department.

3. Receipt of this Circular may please be acknowledged.

C. NARAYANASWAMY
Special Secretary to Government

[No. 10271](#)