

GOVERNMENT OF PUNJAB
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT.
(DIRECTORATE OF TOWN AND COUNTRY PLANNING, PUNJAB).

Notification

The April, 2018

No. In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following transfer policy for the year 2018 for Group-A, B, C and D employees appointed to the Directorate of Town and Country Planning, Punjab, as below:-

1. Objective:

Objective of the policy is the distribution of human resources in an optimal manner to serve the public in a fair and transparent manner and to maximize the job satisfaction amongst employees.

2. (a) Applicability of the Policy:

- (i) The Policy shall be applicable to all cadre posts i.e. Group-A, B, C & D employees of the Directorate of Town and Country Planning, Punjab, except employees on extension of services after attaining the age of superannuation.
- (ii) The Policy shall be affective w.e.f. 01.04.2018.

2. (b) Periodicity of transfers:

- (i) The General Transfers will be made only once in a year, during the time as specified under this policy. However, transfers can be effected by the Government at any time during the year in cases of administrative exigency (i.e. adverse ACR/disciplinary cases and administrative requirement); the reasons for transfers under these grounds should be recorded on file with permission of the Hon'ble Chief Minister, Punjab.

3. Time Schedule for submission of applications:

- (i) The application for transfer shall be submitted through proper channel by the employees seeking transfer before **30th April 2018**.
- (ii) The transfer orders, if required shall be issued in the last week of **May 2018** and the joining on the new station will be in the first week of **June 2018**.

4. **Basic Principles for transfers:**

- (i) The transfer/posting to be opted under this policy will not be claimed as a matter of right.
- (ii) The emphasis will be to minimize the number of transfers.
- (iii) In case the husband and the wife are in State/Centre Government job and posted at the same station, in that case the attempt will be not to transfer any of the employees before a period of 5 years continuous service at the same station. The same criteria shall be applicable for a couple where one of the spouse is in Govt. job and the other is in private job serving on the same station.
- (iv) Single women shall be considered for transfer on the station of their choice on priority.
- (v) The disabled employees and the employees whose children are disabled shall be given priority for transfer to their station of choice subject to the condition that the position for which transfer is requested is vacant.
- (vi) The minimum period of continuous stay for effecting transfer shall be 3 years and the maximum stay shall be 5 years.
- (vii) Unless protected under the provisions of this Policy, every Group-A & B employee completing 7 years continuous stay in a particular district **may be** transferred.
- (viii) The employees of the Directorate of Town and Country Planning, Punjab serving in border area offices shall not be transferred before at least 2 years of continuous service.

5. **Post transfer exercise**

- (i) All Transfers shall be implemented within fifteen days of their issuance.
- (ii) An employee transferred on administrative grounds will not be transferred back to same station from where he/she was transferred out.
- (iii) An employee can submit his/her grievance within 15 days of issuance of orders, to the Government after joining at new place of posting. His/her representation shall be considered in accordance with the Policy and appropriate decision shall be conveyed to him/her in due course of time.

6. DISCLAIMER

These guidelines regarding transfer are meant essentially for the internal use of the Department and do not vest any employee with any right to transfer.

7. POWER OF RELAXATION OF GUIDELINES

Notwithstanding anything contained in this policy, the Competent Authority with the prior approval of the Government shall be competent to transfer any employee against a vacant post in relaxation of any or all of the above provisions after recording reasons justifying such relaxation.

8. INTERPRETATION OF GUIDELINES

Administrative Secretary of the Department of Housing and Urban Development shall be the sole competent authority to interpret above provisions and pass such order(s) as deemed appropriate and essential to facilitate the implementation of the policy for the purpose of effect, control and administration of the department as a whole.

9. SAFEGUARD AGAINST EXTRANEOUS INFLUENCE

Employees shall not bring in any outside influence. If such an influence from whichever source espousing the cause of an employee is received it shall be presumed that the same has been brought in by the employee. The request of such an employee shall not be considered. Action may also be initiated against such an employee under relevant Service Rules/Employees Conduct Rules and an entry to this effect shall be made in his/her service record.

- Note:** (i) This transfer policy shall come into force on and with effect from the date of issuance.
- (ii) This transfer policy will be put on the website of the department and it shall be presumed to have been sent to all concerned for compliance.

Chandigarh:

Date:

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Department of Housing and Urban Development.