




हरियाणा सरकार

Subject:- Draft Transfer Policy in respect of Teaching & Non-Teaching Staff of Govt. Colleges – Suggestions thereof.

A draft transfer policy has been prepared by the Department of Higher Education (enclosed along).

You are requested to send your suggestions (if any) in this regard within 15 days to the undersigned so that the policy can be finalized.


DHE & SSHE
30.12.2016

Addl. Director/Joint Director &
all Deputy Directors of the Hq.

C.C. All the Principals of Govt. Colleges of the State to send their suggestion.

बेटी बचाओ — बेटी पढ़ाओ

Subject: Policy to regulate transfers of teaching & non-teaching staff of Government Colleges.

POLICY OF REGULATE TRANSFERS EFFECTIVE W.E.F. THE YEAR 2016-17.

(HIGHER EDUCATION DEPARTMENT, HARYANA)

All the transfers of teaching staff/non-teaching staff posted/to be posted in the Government Colleges of the State in accordance with the guidelines as enumerated under:-

1. Consecutive, Normal tenure of an employee at any place of posting shall be a minimum of 03 years. Furthermore,
 - (a) An employee shall not be transferred even after 03 years in case his/her results have been 100% during the last three years and if he/she wishes to continue in that college.
 - (b) However, further an employee who has completed tenure of 03 years will be eligible to seek transfer against vacancy or on mutual transfer basis.
 - (c) An employee who gives 100% results for five years may seek posting of choice, on natural transfer basis, as well as otherwise.

Note: For the purposes of calculating 100% results, the class size however, must be considered to strike parity.

Class Size	-	1-20	20
		20-50	35
		50-80	65
		80-100	75

2. An employee can be transferred at any point of time after seeking prior orders of the State Government on administrative ground and public interest. However, specific administrative ground for which an employee is sought to be transferred shall be cited in the noting of the file. Usually, an administrative ground for transfer of an employee shall be of the nature as give below:-
 - (a) Any specific complaint received through MPs/MLAs/Chairman/Sarpanch, Gram Panchayat and by stake holders such as parents, students ipso factor will not be transferred subject to verification as per the Chief Secretary Policy.
 - (b) Transfers would be implemented pending inquiry in such cases:-
 - For Teachers: Complaints/
 - Poor results/

- allegation of sexual harassment or
 - Professional misconduct
 - For Employees: Administrative exigency
 - complaints
- (c) Failure to comply with the directions issued by the Directorate regarding maintenance of record relating to mid-term subject tests, students attendance and performance of the students in project etc., or other important instructions issued from time to time.
- (d) Misconduct, indiscipline, case of moral turpitude, conduct against decorum and propriety etc.
3. Request of employee for their transfer to their preferred stations(5 different Govt. Colleges) except the district where they are already posted shall only be entertained subject to administrative exigencies or in case of 100% result for five consecutive years and keeping in view the interest of college students, as per following:-
- (a) The only request shall be made to the Directorate from 1st December to 15th December, and 1st June to 15th June every year. The transfer order shall be made by 15th January and 15th July each year.
- (b) The request shall be made only in the prescribed format. It would be mandatory to indicate five choices of stations. Any application with less than five stations or without being forwarded from the controlling authority will not be entertained. Any employee shall made a request as per the Conduct Rules?
- (c) The Govt. has identified 53 Government Colleges as “ **Rural Colleges**”. The Government can transfer any Assistant Professor for fulfilling minimum rural service condition to these colleges at any stage even during the academic year to fill up the vacancies. If no such teacher is available/willing then the Government can transfer any teacher to these colleges in accordance with the “**Mandatory Rural Transfer Policy**” dated 05.07.2013 and consequently the issue of subject-wise period of mandatory rural service vide letter No. KW4/368-2004 C I(3) dated 14.08.2014.
- (d) **The required years of the service to be rendered in a rural college will be in accordance with the policy mentioned dated 14.08.2014.** The break in period shall be considered for award of Senior scale/grade and thereafter the Selection scale. The Department is not bound to post an incumbent continuously in the same or other

rural college for completion of required length of rural service as required for award of both the scales.

- (e) In case an incumbent completes the prescribed period of rural posting, he/she may be transferred to other college and in such cases the limit of five years shall not be applicable.
 - (f) An NCC(ANO) will be transferred from NCC Wing College only when there is another such trained officer or the replacement teacher is also similarly trained. Preferably, the NCC officer may be replaced by an NCC officer except on administrative grounds.
 - (g) It has also been noticed that CCL is being used as or tool by some teachers to get transferred from rural stations. Therefore it has been decided that:
 - In case of teachers who proceed on CCL for more than 90 days, their lien shall be shifted to the Headquarter & they shall join at the same station, if vacancy is still there or at some other station which is rural.
4. On first appointment, the employees shall give five choices of preferred districts and the department will try to accommodate them in order of inter-se-seniority. However, they will have to serve at the allocated rural station for at least three years. This will be subject to the condition that they will not make any request for transfer if they are accommodated except in case of extreme & rare hardship in one of their five preferred districts.
 5. The request for mutual transfer would also be submitted in the prescribed application proforma. However, such request will not be entertained in case both the applicants are posted at the stations within a radius of 25 km of each other.
 6. In case a transfer order is issued in violation of policy guidelines, the Additional Chief Secretary/Principal Secretary, Higher Education would be competent to rectify such transfer orders as are made in violation of the policy, if a representation is made by the affected employee within four weeks. It is reiterated that such representation should be received by the competent authority within four weeks from the concerned employee receiving his/her transfer orders and no representation would be entertained after the lapse of the stipulated period.
 7. Transfer of an employee during the academic year disturbs studies of the students. The transfers therefore will be made only in the interregnum period between the semesters except on administrative ground/circumstances causing rare hardship to the applicant.

8. Normally, no request may be entertained of an employee if he/she is single faculty in the concerned subject in that college.
9. In case of new Government College, the department will try to accommodate persons from the nearby colleges till new posts are sanctioned. It has been found that a large number of regular incumbents have been posted against work load which is far beyond the sanctioned posts in a particular subject in a college. In no case posts more than 30% of the sanctioned posts will be filled by a regular incumbent against workload in that particular subject in a Government College e. g . , if there are 10 sanctioned posts in a subject in a college in that case not more than 13 regular incumbents can be posted against workload.
10. Preferably female teachers should be posted in Girls' colleges and male teacher above the age of 50 years will be posted in Girls' Colleges. If available, female teachers would be preferred over male teachers. This would also be applicable to ministerial staff in girls colleges.
11. In case of displacement/transfer of the following categories of Teachers, efforts will be made to adjust them within a radius of around 30 km from the desired place of posting in following order of preference:-
 - a) Blind (100%)
 - b) Handicapped(70% or more)
 - c) Those suffering from serious ailments/diseases like cancer etc. or whose wards are suffering from any chronic disease like Thelessemia etc. (In case of Medical ground, the certificates issued by All India Institute of Medical Sciences, New Delhi, PGI, Chandigarh and Medical College, Rohtak and an approved hospital as approved by the Govt. of Haryana will only be considered.)
 - d) War Widow.
 - e) Legal Divorce.
 - f) Wives of the serving soldiers (Armed forces/Paramilitary forces).
 - g) Unmarried Female teacher with dependant parent (s).
 - h) If either of the spouses is in service of the Haryana State Govt., then efforts will be made to the post them as near as possible to the place of posting of the spouse. Preference will be given to those, both of whom are serving in the Education Department.

12. The order of preference detailed in point no.11 shall be followed in case of clash of choice for a particular college by more than one employee.
13. Those who are retiring in next one year will not be transferred except on administrative exigency.
14. Teachers, including those belonging to above mentioned categories at Sr. No. 09 & 10, whose last three years' results are 20% less than the University results, or whose performance has been rated poor or any gross misconduct etc. has been found, they may be transferred at any time from their place of posting on administrative grounds.
15. Female teachers, immediately after their marriage, can apply for a one-time transfer which will be allowed as per vacancy available after relaxing the condition of minimum 5 years stay.
16. Transfers of officers holding administrative offices like Principals/Joint Directors/Deputy Directors, etc., will not be covered under this policy.
17. The Principals would also submit their applications in attached proforma for transfer to the Directorate or to other place.
18. Transfers of Ministerial Staff will also be covered under this policy.
19. No TA/DA will be given if the transfer is done at the request of the employee himself or if he/she is being given choice posting.
20. Transfer orders shall be implemented within five working days of its issues. DDOs would ensure relieving / joining of respective teachers within stipulated time. No salary can be drawn in case non - compliance of transfer orders after stipulated period of one week. DDO will be personally held responsible for any neglect in this regard.
21. In case of genuine hardship of rare cases to an employee, relaxation in policy can be made at the level of Hon'ble C.M.

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Note: All teachers/Non - teaching staff members who have completed 03 years at any station, should apply beforehand in anticipation of transfer. If they are transferred from