



GOVERNMENT OF KERALA

Abstract

LOCAL SELF GOVERNMENT DEPARTMENT—TRANSFER AND POSTINGS OF
EMPLOYEES—GUIDELINES/NORMS—APPROVED—ORDERS ISSUED

LOCAL SELF GOVERNMENT (J) DEPARTMENT

G. O. (Ms.) No. 105/2007/LSGD. *Dated, Thiruvananthapuram, 4th April, 2007.*

ORDER

In supersession of all existing Government orders regulating the guidelines/norms for the transfer and postings of employees working in departments under the Local Self Government Department, Government are pleased to approve the guidelines/norms for the transfer and postings of employees are given as Annexe to this order.

All the future transfers in the departments including the office of the Heads of Department will be in accordance with this guidelines with immediate effect.

By order of the Governor,

S. M. VIJAYANAND,

Principal Secretary to Government.

To

The Commissioner for Rural Development, Thiruvananthapuram.
The Director of Panchayats, Thiruvananthapuram.
The Director, Urban Affairs, Thiruvananthapuram.
The Chief Town Planner, Thiruvananthapuram.
The Advocate General, Ernakulam (with Covering Letter).
The Director, Information and Public Relations Department.
Stock File/Office copy.

GCPT. 3/1550/2007/DTP.

GUIDELINES/GENERAL NORMS FOR TRANSFER AND POSTINGS OF EMPLOYEES IN LOCAL SELF GOVERNMENT DEPARTMENT

GENERAL

- I. General Transfers will be made once in a year during April, May. A schedule shall be prepared and the transfer process shall be completed before 15th May each year.
- II. Subject to the conditions regarding interdistrict transfer employees who have not completed three years of service in a station shall not be normally transferred, except for the following reasons:
 - (a) Decision of the Panchayath/Block/Municipal/Corporation Council/District Panchayaths in the case of secretaries.
 - (b) Disciplinary action/vigilance enquiry.
 - (c) On compassionate grounds.
- III. No employee who has completed three years of service in a particular station need necessarily be transferred unless there is a claimant who has worked for three years in an outside station to be provided there or unless a transfer of the existing incumbent has become necessary in public interest.
 - (A) Transfer subject to the public interest

If the Government feels it necessary to transfer an employee for the smooth functioning of the office, the Government can transfer the employee summarily noting the reason in the transfer order.
 - (B) Compassionate grounds
 - (i) Permanent disability to an employee due to some serious disease or accident which makes the employee to have to rely on the help from others.
 - (ii) The Head of Department certifies that expert treatment is not available elsewhere.

(iii) When the Head of the Department certifies that the wife of the employee (Husband in the case of Female employee) or son/daughter who is wholly dependant on the employee becomes affected by some serious disease which makes the employees presence and care indispensable.

(iv) Orders made on the above grounds have to be reconsidered after the completion of one year.

1. Transfer will first be effected on the basis of option. Each person can note three options and for all these three options station seniority alone will be the criterion.

For Example.—If a person opts a particular station as a third option he will be considered for transfer to that station in preference to other persons who have opted for that station as their first or second option and are junior to him by virtue of station seniority.

When one gets transfer to one of the stations by virtue of his option his option for the other two stations if any will automatically be cancelled.

2. The options submitted by employees which could not be considered for transfer due to non availability of vacancies shall be arranged in the order of station seniority and those vacancies that arise in between two general transfers will be filled up from this queue.
3. Transfers made otherwise than on options will be deemed as compulsory transfer.
4. When more than one person opts for a particular station the senior most shall be considered first. Those who get transfer as per his/her option shall work there for a minimum period of three years. (Stations within a radius of 20 Kms shall be treated as one station for the purpose of transfer).

5. Transfers based on options shall be made on the basis of station seniority. In the case of district wise selection the mandatory period of five years in the opted district will not be counted for station seniority.
6. For compulsory transfer service juniority will be the criteria. Junior most person shall be posted at the farthest station.
7. The period of compulsory transfer shall be one year on duty.

*Note:—*The actual period spent on duty alone will be taken into account for calculating the period of service in compulsory transfer. Eligible leave availed of by the officer's up to two months will be counted as duty.

8. The option furnished by compulsorily transferred officers will be given preference to options submitted by other officers. The order of preference will be continuous longest outstation seniority and farthest station. If that too are equal then service senior will be preferred.
9. For the purpose of option transfer station seniority will accrue from the date of order of transfer/appointments into service as the case may be. Compulsory transfers and postings will not affect station seniority. The officer will be deemed to have continued in the station from where he was compulsorily transferred.
10. Those transferred on option can also furnish option for transfer on completion of one year. But their option will be considered only against open vacancies for which there are no claimants and such transfer did not necessitate any compulsory transfer.
11. The nature of transfer by option/compulsory/compassionate/public interest etc. shall be shown in the transfer order.
12. Mutual adjustment in the matter of transfer if allowed will be subject to the following conditions:—
 - (a) Mutual transfers will be allowed only between persons compulsorily transferred.

- (b) Such transfers should not adversely affect the claims/interest of seniors in the same category working in the respective offices. i.e., if a senior at the same station is willing to be transferred the claim of a junior person in the same station will not be considered.
 - (c) Compulsory transfer for this purpose will include transfers to stations which are not covered by options and also postings on first appointment/promotions to stations other than native/opted districts.
 - (d) Such transfers will be allowed only after filling up of open vacancies if any in the concerned office.
 - (e) Those who are mutually transferred will be treated as working in the same station prior to the mutual transfer for the purpose of future general transfers.
13. Existing orders regarding transfer facilities available to employees belonging to SC/ST, Physically handicapped employees, employees who have completed defence service, relative of jawan, wife of freedom fighter or husband or son/daughter who look after the freedom fighter, parents of mentally retarded children and President or General Secretary or recognised service Organisation, will be followed. Existing orders regarding SC/ST employees G.O. (Ms.) 459/80/GAD dated 3-10-1980, G.O. (Ms.) 34/88/P&ARD dated 11-7-1988. G.O. (Ms.) 198/78/GAD dated 28-4-1978, G.O. (Ms.) 158/81/GAD dated 19-5-1981. Physically handicapped employees Circle No. 130558/SD1/82/GAD dated 10-3-1983, personnel in the military service G.O. (Rt.) 2302/PD dated 1-9-1966 Circle No. 476/Adv.C3/88/P&ARD, President General Secretary of recognized service organization (The terms the headquarters of organization had been changed to State headquarters/permanent headquarters G.O. (Ms.) No. 220/PD dated 21-7-1967 and G.O. No. 378/PD dated 18-12-1968 (A) & (B), parents of deaf and dumb children with speech and hearing impairment [G.O.(P) No. 15/5/P&ARD dated 5-5-2005] parent of mentally retarded children G.O.(P) No. 33/93/P&ARD dated 18-6-1993.

- I. Intercaste couples will be given protection from transfer for a period of five years in a station from the date of marriage.
 - (a) If more than one intercaste couples opt to the same station their posting will be decided on the basis of station seniority.
 - (b) Those who have enjoy the protection of five years in a station are liable to be transferred.
 - (c) The definition of intercaste marriage for this rule will be as that contained in GO. (Ms.) No. 106/76/PD. Dated 1-4-1976.
14. As far as possible those who are due to retire within two year shall be posted to their station of choice.
15. Transfer to facilitate husband & wife to serve in the same station will be allowed to the extend possible.
16. Inter district/Inter departmental transfers will be subject to the rules of district wise recruitments.
17. Departments of Jawan killed in action wife/Son/Daughter (one at a time) as the case may be shall be given posting of their choice.
18. Women employees as far as possible may not be posted to hilly or remote areas. Employees returning from Maternity Leave shall be posted to the same station. If they so desire to be transferred, their application shall be given first preference.
19. Employees deputed for training will be reposted to the old post/station of their choice keeping in view of the other guidelines.
20. Vacancies to be filled up by promotion shall be filled up first by transferring employees to existing vacancies.
21. Service in all the cadres in the same district/more than one district shall be considered for transfer to own district/opted districts.

22. Deputation period (Foreign Service as defined in Kerala Service Rules) shall not be considered as period eligible for transfer.
23. Those employees who have completed two years of service in hilly/remote stations that period will be considered as three years for the purpose of transfers.
24. The normal tenure in the case of Secretaries of Panchayat/Block Panchayat/Municipality shall be two years.
25. Those employees who are returning from deputation/foreign employment shall be given posting in the existing vacancies provided they have submitted their application in time as per rules. In case juniors have to be reverted for accommodating them those reverted shall be given postings to their convenience as far as possible.
26. Applications presented by relatives of employees or dependents or others shall be rejected summarily.
27. All transfer orders shall be published in draft in the notice board of the transferring authority and also in the web site of the department and at least a week's time shall be allowed for filing the objections, if any.
28. Appeals against the transfers and postings made by the District level officers will be preferred before the concerned Head of the Department and in the case where transfer and postings are made by the Head of the Department the appeals will be preferred before the Principal Secretary to Government, Local Self Government Department.
29. The above principles shall be subject to the overriding powers of the Government. The authority to interpret any of the principles mentioned above is the Government and their decision in the matter shall be final.

APPENDIX

LIST OF HILLY/REMOTE VILLAGE PANCHAYATS

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| 1. Thiruvananthapuram District | Amboori, Kuttichal, Vithura,
Uzhamalakkal. |
| 2. Kollam District | Nil. |
| 3. Pathanamthitta District | Thannithode, Seethathode,
Naranammoozhy, Vechuchira,
Chittar. |
| 4. Alappuzha District | Perumbalam, Kainakari, Kavalam |
| 5. Kottayam District | Thikkoyi, Poonjar, Thekkekkara,
Munnilavu. |
| 6. Idukki District | All Panchayats other than those in
Thodupuzha Taluk. |
| 7. Ernakulam District | Ayyampuzha, Kadamakudi,
Kuttampuzha, Mulavukad. |
| 8. Thrissur District | Nil. |
| 9. Palakkad District | Agali, Sholayur, Puthur,
Nelliampathy. |
| 10. Malappuram District | Chaliyar, Muthedam, Kalikavu,
Edakkara. |
| 11. Kozhikode District | Chakkittapara, Kavilumpara,
Koodaranji, Maruthomkara. |
| 12. Wayanad District | All Grama Panchayats. |
| 13. Kannur District | Malapattom, Kottiyoor, Kelakom,
Udayagiri, Ayyankunnu, Kanichar,
Eruvessi, Thriprangottur. |
| 14. Kasargode District | Meencha, Paivalige, Kumbadage,
Puthige, Panathadi, West Eleri,
Kinanoor-Karinthalam,
Bathiyadukke, Delampadi, Belur,
East Eleri, Bedadukka, Kodambelur,
Enmakaje, Kallar, Kuttikkol. |