

General Transfer Policy for Junior Engineers / Additional Sub Divisional Engineer (ASDE) working in Irrigation and Water Resources Department (IWRD)

1. Vision:

To ensure equitable, demand based distribution / posting of Junior Engineer/ASDE to protect public interest and effect transparency.

2. Definitions:

In this policy, unless the context requires otherwise:

- I. "Services" means a service in which a Junior Engineer/ASDE is working on regular basis.
- II. Junior engineer/ASDE by direct recruitment or on promotion from field staff whether on regular basis or Current duty Charge or Look After Charge or after reversion from Sub Divisional Engineer (Current Duty Charge) or Sub Divisional Engineer (Look After Charge) or on return from deputation.
- III. Reference to "he" includes "she" too.
- IV. Department means "Irrigation & Water Resources Department, Haryana".
- V. Junior Engineer means "a member of the services as defined at (ii) above.

3. Main features:

- (i) Junior Engineer who are members of State Cadre are liable to be transferred anywhere in the State, at any point of time as per provisions of this policy.
- (ii) This transfer Policy shall be applicable from the date of its publication.

4 Basic Principles:

- (i) The option once availed and confirmed shall be final and can be changed only under the provisions of this policy. Unless protected under a provision of this policy, every Junior Engineer/ASDE completing 5 years of stay/ tenure in a particular zone has to be compulsory shifted to another zone.
- (ii) In case, any Junior Engineer/ASDE having completed 5 years of stay in a particular zone do not submit his preference to the zone as describe at Sr. No 5 of this policy then he is liable to be posted anywhere as per the vacancy. Once posted at one station, he will not be allowed to submit his option for 3 years and will be transferred as per provision of policy thereafter.
- (iii) Any Junior Engineer/ASDE who has completed 5 years of stay in a particular zone cannot opt for his transfer within the same zone. This option will not be available for him.
- (iv) The posting of Junior Engineer/ASDE, in a particular zone on his transfer, will be affected on the basis of the number of vacancies in a particular Circle/Division. The Junior Engineer will not have any choice to opt for posting on transfer in a particular Circle/ Division of the zone.
- (v) The vacancies in a Circle/Division will be filled up on the basis of number of vacancies. The number of vacancies (actual or deemed) in the Divisions within the same zone will be arranged from highest to lowest. The Division having highest vacancy will be filled up first and the Divisions with lowest vacancies will be filled up in the last.

- vi) The Junior Engineers/ASDE having 12 months or less in retirement shall not be transferred, if they are not willing to participate in transfer drive without any administrative reason.
- vii) Minimum stay for seeking transfer shall be three years after which he can participate in derive but option for transfer within the same zone will not be available for him.
- VIII) Junior Engineers/ASDE declared surplus from a Zone/Divisions/Sub Divisions as part of the rationalization of posts shall compulsorily participate in the transfer derive. In case of their non-participation in transfer drive from any reason their salary from such posts shall be stopped and the department shall be at liberty to post them at any station across the state in the Zone/Division/Sub Division having high deficiency of junior engineers.
- IX) The transfer exercise shall be carried out only through approved web based application.
- X) The Junior Engineers/ASDE transferred on administrative grounds of misconduct will not be transferred back to the same zone where-from they were transferred on such grounds.
- XI) Within 15 days of issuance of orders the Junior Engineers/ASDE aggrieved with the transfer process can represent to the department after joining at new place of posting. Their representation shall be considered in accordance with the policy and appropriate decision shall be conveyed to him as deemed fit.
- XII) In the event of tie among the same category of employees, preference will be given to a female Junior Engineer/ASDE over male Junior Engineer/ASDE.
- XIII) In the event of tie among the Junior Engineers/ASDE when both are male or female, the preference will be given to the employee with disability or couple case.
- XIV) No request for mutual transfer will be considered.

5. . Zoning of Department:

The field offices of IWRD have been broadly classified into zones for the purpose of transfer of JEs/ASDE. Each Circle of IWRD will be considered as a separate zone. At present, there are 24 Circles namely : BWS Circle No.1,Hisar, BWS Circle Fatehabad, BWS Circle Kaithal, BWS Circle Sirsa, SYL W.S Circle Ambala, YWS Circle Karnal, YWS Circle Jind, YWS Circle Bhiwani, HKB Circle Jagadhri, YWS Circle Faridabad, YWS Circle Delhi,YWS Circle Sonipat, YWS Circle Rohtak, LWS Circle Bhiwani, JLN W.S.Circle Rewari, JLN W.S Circle Narnaul, JWS Circle Jhajjar, Const. Circle Hisar, Const. Circle Gurugram, Sarasvati Heritage Circle Kurukshetra, Vigilance Circle Rohtak, Vigilance Circle Panchkula, Workshop Circle Karnal, Project Circle Panchkula. In addition to this, CADA, HIRMI, BBMB & any others (other than above) are also zones of IWRD. A detailed list of zones is at Annexure-I.

6. Procedure:

It will involve following procedures.

- i) Preparation of provisional actual vacancy list and deemed vacancy list.
- ii) Rationalization of posts.
- iii) Notification of list of vacancies to be filled/ blocked
- iv) Processing the list as per choice of zones.
- v) Seeking preferences for choices of zones.
- vi) Generation of transfer orders.

- vii) For successful implementation of policy, the HRMS entries should be complete in all respects. Exercise in this regard be undertaken immediately to complete HRMS entries in respect of all the employees including JEs.

Notification of dates for each process will be made by the competent authority.

7. Time Schedule:

- (i) Periodicity of the transfers: General transfers will be made only once in a year, or as specifically notified by the Government for a given year. However, transfers/ posting necessitated by promotions/ direct recruitments, post need to be filled up in public interest, can be made anytime. Further, the transfer of Junior Engineer/ASDE spouses of employees of Department/ Organizations of Government of Haryana or Central Government can also be made on requests at any time.
- (ii) The following time schedule shall be followed, so far as feasible, for various activities every year.
 - (a) Opening/ Creating/ Shifting of new circle under Irrigation & Water Resources Department shall take effect generally in April of succeeding year or as per requirement. But the posts in respect of such new/shifted office under Irrigation & Water Resources Department division offices shall be accounted from date of Opening/ Creating/ Shifting of such offices.
 - (b) Transfer orders will be issued in the months of April every year.
 - (c) Qualifying date for actual vacancies, deemed vacancies, weightage / merit points' calculation, court of stay shall be 31st march of year under consideration.
 - (d) The Transfer process will start in the month of December and will be completed by end of March each year as per the following scheduled.
 - (i) Decision about opening of new subordinate offices, rationalization of staff shall be done from 1st January to 31st January every year.
 - (ii) The actual vacancies and deemed vacancies will be notified from 1st February to 28th February.
 - (iii) The eligible employees will submit their choice of station online from 1st march to 15th march.
 - (iv) Transfer orders will be generated and issued from 1st April to 15th April.
 - (v) The orders will be effective from 1st may.

The above schedule may be separately notified by the govt. at the start of the policy or during any year as per the requirement, otherwise the scheduled given above will be followed.

8. Merit criteria for allotment of posts in a zone:

- (i) Decision of allotment to a vacancy shall be based on the total composite score of points earned by a Junior Engineer/ASDE, out of points earned against a) age b) second set of merit point c) other points as described below. The Junior Engineer/ASDE earning highest points shall be entitled to be transferred against a particular vacancy in the zone as per his option.

- (ii) Age shall be the Prime Factor for deciding the claim of the Junior Engineers/ ASDE against a vacancy since it shall have weightage of 60 points.
- (iii) However, to take care of categories like women, women headed households, widows, widowers, differently disabled persons and serious ailment, a privilege of maximum 20 points can be availed by the Junior Engineers/ASDE of these categories. The second set of merit points.

The division of points shall be as given in para 8 (a) , 8(b) and 8 (c) below:

a) Age:

Sr. No	Major Factor	Sub-Factor	Max. Points	Criteria for Calculation
1	Age (Present date minus Date of birth)	Eldest person shall get maximum points	60	Age in number of days/365 (maximum four decimal points only)

- b) The Second Set of merit points will come from the special factors enumerated hereinafter with a cap of maximum of 20 marks irrespective of the merit point earned.**

Sr. No	Major Factor	Sub-Factor	Max. Points	Explanation
1	Gender	Female	5	05 Points shall be given to all female JE/ASDE
2	Special Category female JE/ASDE	Widow/divorced/ legally separated/ unmarried female employee of JE/ASDE more than 40 years of age/wife of serving Military personal/ Paramilitary personal working outside the State	5	All female of this category shall be given 5 marks only
3	Special Category male JE/ASDE	Widower who has not re-married and has one or more minor children and / or unmarried daughter (s)	5	Eligible widowers shall be given 5 points only. In case of re-marriage of self or children becoming major or daughter getting married. The employee will have to get update on the HRMS portal and will not be eligible for this advantage any more.
4	Differently abled persons	Locomotors/Ortho	20	40% to 60% disability= 10 Marks Above 60% to 80%= 15 Marks Above 80%= 20 marks
		Deaf & Dumb	20	
		vision	20	
5	Diseases of "Debilitating Disorders"	Self, Spouse or unmarried children	10 10	Valid certificate issued during last one year by AIIMS (including its branches in Haryana), PGI Rohtak, PGI Khanpur Kalan, Kalpana Chawla Medical College Karnal, PGI Chandigarh or Duly Constituted Medical Board only or any other institute authorized by the govt. from time to time.
6	Differently disabled or mentally challenged children	Men/Women having mentally challenged or 100% differently disabled child	10	Men/ Women JE/ASDE having mentally challenged or 100% differently disabled children shall be provided maximum 10 points.

c) Other points																						
1	Couple case	Male/ female spouse	5	Employees' spouses working in state Govt., center Govt., PSUs created under acts or rules.																		
2	Earning Performance	An employee earning good performance through ACR of last one year. Any ACR during the last 3years, if last ACR not available	5	Grading of ACR Outstanding = 5 Very good = 2 Others =0																		
3	Negative performance	An employee awarded with punishment during the period under: i) Rule-4 (a) ii) Rule-4(b)	(-)7 (-) 3.5	Deduction of points Under Rule <table border="1"> <thead> <tr> <th>Punishment awarded</th> <th>4 (a)</th> <th>4 (b)</th> </tr> </thead> <tbody> <tr> <td>1st</td> <td>1</td> <td>0.5</td> </tr> <tr> <td>2nd</td> <td>2</td> <td>1</td> </tr> <tr> <td>3rd</td> <td>4</td> <td>2</td> </tr> <tr> <td>4th</td> <td>5</td> <td>2.5</td> </tr> <tr> <td>5th</td> <td>7</td> <td>3.5</td> </tr> </tbody> </table>	Punishment awarded	4 (a)	4 (b)	1 st	1	0.5	2 nd	2	1	3 rd	4	2	4 th	5	2.5	5 th	7	3.5
Punishment awarded	4 (a)	4 (b)																				
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				Note:- 1. Both reductions to be made if punished under both. 2. The negative marks will be deducted from the maximum admissible 20 merit points																		

Note:

- (i) Only notified diseases shall be considered for merit points under the category of "Diseases of Debilitating Disorders" by the competent authority or Health Department Haryana.
- (ii) Junior Engineer/ ASDE suffering from
 - a) 100% locomotors (Ortho) disability for any reason; or
 - b) Currently suffering from cancer; or
 - c) Having undergone bye-pass heart surgery; or
 - d) Kidney transplant; or
 - e) Currently undergoing dialysis;
 shall be assigned 80 points (60 for age factor and 20 for special points factor) if they are willing to participate in a transfer drive. Otherwise, they shall not be transferred, if they are not willing to participate in a transfer drive. However, the certificate of cancer should not be more than six months old. Further, there will not be any bar to opt any Zone/Circle/ Divisions for these categories of Junior Engineer/ ASDE.
- (iii) Unmarried female Junior Engineer/ASDE upon marriage, married female Junior Engineer/ASDE upon divorce or death of spouse can, on request, be permitted to participate in the next transfer drive after the event.
- (iv) There shall be 27th zone of choice known as "Anywhere in the State". The Junior Engineer/ASDE opting for this 27th special optional zone shall not be eligible to give preferences of zone. The Junior Engineer/ASDE of this category shall be utilized by the department in the Divisions/ zones having high deficiency of Junior Engineer/ASDE in any Zone/Division.

9. Definition of vacant posts:

- (i) There shall be two types of vacancies as under:

(A) Actual Vacancy:

A post not occupied by any Junior Engineer/ASDE whether serving in regular capacity or by a temporarily employed.

(B) Deemed Vacancy:

a) **Involuntary deemed vacancy:** A post held by a Junior Engineer/ASDE previously or presently in the Zone/Division/Head Office in department in any capacity for a period of five years or more on the qualifying date in present zone of posting.

or

A post occupied by a Junior Engineer/ASDE given temporary manual posting due to non-availability of online transfer drive or technical problems or compulsions of administrative or litigational nature. However, it will not include the posts occupied by Junior Engineer/ASDE who become duly posted as an outcome of the grievance redressal mechanism of a general transfer drives.

b) **Voluntary deemed vacancy:** A post occupied by such Junior Engineer/ASDE who has been adjudged eligible and allowed to participate in general transfer drive, even if, he is not eligible otherwise on the minimum tenure criteria.

(ii) Some vacancies of Junior Engineer/ASDE may remain unfilled at any given point of time due to shortage of Junior Engineer/ ASDE in the department. To avoid disproportionate concentration of Junior Engineer/ASDE in some Divisions/Zone, the department may block some actual vacant posts to be kept vacant in the transfer drive. The gap in sanctioned strength and actual number of JEs available will be evenly distributed various divisions/zone to block the vacancies.

10. **Power of relaxation:**

Notwithstanding anything contained in the policy, the Administrative Secretary, Irrigation & Water Resources Department, Haryana with the prior approval of the Chief Minister, Haryana, shall be competent to transfer any Junior Engineer/ASDE to any place in relaxation of any or all of the above provisions after recording reasons justifying such relaxation.

11. **Travelling Allowance/Daily Allowance**

No TA/DA will be given, if the transfer is done on the request of the employee himself by giving relaxation of the transfer policy and he is given a posting of his choice.

12. **Clarification & Implementation:**

In case of any doubt or difficulty in making out the true intention of the provisions of this policy, the Administrative Secretary of the department shall be competent authority to clarify such doubt or to remove such difficulty by issuing a reasoned order to this effect.

13. **Bar against canvassing:**

No Junior Engineer/ASDE shall canvass for his case and bring any outside influence.

NOTE:- The zone may increase/decrease on creation of new Field Circles or abolition of any Field Circles by the Government.

The above transfer policy may be brought to the notice of all concerned for compliance.