

**“TRANSFER POLICY” FOR AGRICULTURE DEPARTMENT STAFF
UNDER THE CADRE CONTROL OF THE
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE, PUDUCHERRY**

(1) SHORT TITLE, COMMENCEMENT AND APPLICABILITY:

- 1) The Policy may be called the "Transfer Policy for Agriculture Department Staff".
- 2) This Policy takes effect on and from the date of issue of the Government Order.
- 3) This Policy is applicable to all Agriculture Department Staff for whom the Chief Secretariat(Agriculture)/Department of Agriculture & Farmers Welfare is the Cadre Controlling Authority.

(2) OBJECTIVE OF THE POLICY:

The "Transfer Policy" aims to harmonise the objective of institutional memory, avoid development of vested interests and provide exposure of working in different organisations, inter-alia ensuring overall growth of an Officer.

(3) DEFINITIONS:

Unless the context otherwise requires:

- a) "Agriculture Department Staff" means the categories for which the Cadre Controlling Authority is the Chief Secretariat(Agriculture)/Department of Agriculture & Farmers Welfare".
- b) "Government" means the Administrator appointed by President under Article 239 of the Constitution.
- c) "Official" means the official belonging to the Agriculture Department irrespective of their rank or status.
- d) "Policy" means the "Transfer Policy for Agriculture Department Staff".

(4) GENERAL NORMS FOR TRANSFER:

1. An Official who has served for three years will ordinarily be liable for transfer from one to another Office in order to provide ample exposure and career growth to him/her.
2. Transfers will preferably be made in the month of April/May every year. However, transfer can be effected at any time due to exigencies of service.
3. Transfer of the officials who are facing disciplinary proceedings/criminal proceedings or who have been imposed penalty after conclusion of disciplinary proceedings to sensitive assignments shall be governed by extant instructions of CVC/DoPT.
4. An official due to superannuate within a year may be exempted from rotational transfer.
5. On promotion or otherwise, an official will ordinarily be posted out of the Office in which he/she is working. In case of necessity to post him in the same Office, he/she may be considered for retention only till completion of the tenure in the Office (combining both pre-promotion and post-promotion).

6. If an official is due to retire on superannuation within a period of six months, he/she may be retained in the same Office on promotion even if he/she has completed the prescribed tenure, subject to availability of vacancy.
7. The Authority Competent to approve transfer/posting, may order transfer/posting of any official at any point of time, if public interest or administrative exigency so requires.
8. While submitting requests for transfer, the officials shall not bring or attempt to bring any political or outside influence for getting transfer in their favour. Violation, if any, will lead to rejection of the transfer request besides initiating disciplinary action against the official concerned under the CCS(Conduct) Rules, 1964.

(5) REGIONAL TRANSFERS:

1. On initial appointment, an official posted other than at his/her native region, should work in outlying region for 3 years. This is applicable in the case of official posted in the native region itself on initial posting also, so that equality is maintained when he/she is transferred first time to outlying region on rotational transfer.
2. On promotion or otherwise, an official posted in his native region of Puducherry may be posted to other region of Puducherry, if vacancies in his/her native region are not available. In case of tie for the transfer outside the native region, preference will be given to the Officer who has stayed longer in the native region. For this purpose, the tenure shall be calculated with reference to the actual period of their stay in the native region concerned and the period of deputation or service placement to their native region, long leave/training more than 15 days, if any, shall be included.
3. The officials posted in other regions shall be considered for transfer to their native region on completion of their tenure in the posted region as follows:-

Native region	Posted region	Period of tenure
Puducherry	Karaikal	2 years
Puducherry	Mahe/Yanam	2 years
Karaikal	Puducherry	3 years
Karaikal	Mahe/Yanam	2 years
Mahe	Puducherry/Karaikal/Yanam	2 years
Yanam	Puducherry/Karaikal/Mahe	2 years

4. On completion of the tenure in other regions as mentioned above, the officials will be eligible for transfer to their native region. In case of tie for the transfer to the native region, preference will be given to official who has stayed longer tenure outside his native region. For this purpose, the tenure shall be calculated with reference to the actual period of their stay in the region concerned and the period of deputation or service placement to their native region, long leave/training more than 15 days, if any, shall be excluded.
5. Request for transfer from employees retiring within a year for transfer to other regions may be considered subject to availability of vacancies.

(6) POSTING OF HUSBAND AND WIFE:

1. As far as possible, husband and wife, if both of them are serving under the Government of Puducherry, may be posted in the same region.
2. When one of them is transferred to other region on promotion or for any other reason, his/her spouse may also be considered for transfer to other region, if such a request is received from him/her subject to availability of vacancies in the said region.
3. They will however be considered for transfer to their native place only on completion of the tenure period in the region where they have been posted.
4. This principle may also be followed if anyone of them is employed in any Department or Public Sector Undertaking or Local Body under the Government of Puducherry, subject to availability of vacancies .

(7) TRANSFER ON MEDICAL GROUNDS:

The officials suffering from serious illness such as Cancer, Kidney failure etc., may be considered for transfer near their residence to the extent possible or in place of their choice on merit subject to availability of vacancies and subject to medical certificate issued by the Medical Superintendent, Government General Hospital.

(8) PERSONS WITH DISABILITIES:

1. As far as possible, the persons with disabilities may be exempted from the rotational transfer policy/transfer and be allowed to continue in the same place, where they would have achieved the desired performance. Further, preference in place of posting at the time of transfer/promotion may be given to the persons with disability subject to the administrative constraints.
2. The practice of considering choice of place of posting in case of persons with disabilities may be continued. To the extent feasible, they may be retained in the same job, where their services could be optimally utilized.

3. Even if vacancies are not available, they may be accommodated in their native region by rotating a normal official according to seniority/service in other regions.
4. Request for transfer from officials having child with disabilities or severe ailment duly certified by the Medical Superintendent, Government General Hospital may also be considered on case to case basis.

(9) EXEMPTION FROM POLICY:

1. Officials posted in Lieutenant Governor's Secretariat, Puducherry will be exempted from the provisions of this transfer policy.
2. Officials posted in the Office of the Council of Ministers and Legislative Assembly Secretariat, Puducherry will be transferred on completion of the prescribed tenure in the Department or on expiry of the term of the concerned Legislative Assembly, whichever is later.
3. Officials appointed on co-terminus basis against the sanctioned posts will also be exempted from this policy.

(10) IMPLEMENTATION OF TRANSFER ORDERS:

1. Transfer/posting orders issued by the Department of Agriculture & Farmers Welfare, Puducherry shall be implemented within 15 working days from the date of issue of the Orders and the transferred official shall be relieved without waiting for substitute.
2. If the transferred officials are not relieved within 15 working days, they shall be deemed to have been relieved on the forenoon of the next working day and thereafter, shall not be entitled to draw pay and allowances from the Office from where they have been transferred. They may report before the Head of Office to which they have been transferred without waiting for formal relieving order. Failure to do so may invite disciplinary action for disobedience of transfer orders. Further, in case of deemed relief, the concerned Government servant shall submit a proper handing over report to the Head of Section/Office before getting relieved from the said Office.
3. Deployment of employees on "Service Placement" on "Office Order" basis may be avoided if regular transfer arrangement is possible. Further, service placement arrangement shall be done only with the approval of the Authority Competent to transfer / post them.
4. In order to ensure transparency, orders effecting transfer and postings, promotion, deputation, repatriation, service placement, etc., shall be hosted in the official website of the Department of Agriculture & Farmers Welfare.

(11) DISCLAIMER:

1. Notwithstanding anything contained in this Policy, the Competent Authority may order transfer or cancel/alter any order of transfer in relaxation of the provisions of the Policy in the exigencies of public service or for administrative reasons to be recorded in writing.
2. If any doubt arises in the implementation of the Policy, the decision of the Lieutenant Governor shall be final.