

GOVERNMENT OF PONDICHERRY  
Abstract

Public Services - Transfer Policy - Revised  
Instructions - Issued.

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DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS  
(Personnel Wing)

G.O.Ms.No.60

Pondicherry, the 27-6-91

- READ: (1) This Department's G.O.Ms.No.17  
dated 3-4-1987
- (2) This Department's G.O.Ms.No.89  
dated 22-11-1988
- (3) This Department's U.O.Note/Memo-  
randum No.33-1/86-GAD/SSI(1) dated  
11-1-1991

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In the G.O.s and U.O. Note/Memorandum read above, guidelines have been issued by the Government regarding transfer of Government employees serving in this Administration. The question of rationalising these guidelines so as to evolve a fair transfer policy, has been engaging the attention of the Government for some time past. After careful consideration of all the facts, it has been decided to issue the following instructions in this regard:

(a) An official may be considered for transfer when he completes three years in a non-sensitive Department and even earlier, say, after two years, in a sensitive Department. In anycase, in a sensitive Department, no official should ordinarily be allowed to stay for more than three years.

(b) Where natives of Karaikal/Mahe/Yanam regions are not available/found suitable for being posted in these regions and where it is proposed to transfer an official from Pondicherry region to outlying regions, such transfer should normally be on promotion. If this is not possible, the official who has put in the longest period of stay in Pondicherry region should be transferred to the outlying regions. The period

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of stay in Pondicherry should be reckoned from the date of his last posting in Pondicherry. An official who has already served in an outlying region should not be transferred to that region, when officials who have not served or who have served for shorter periods in the outlying regions are available. The officials so transferred to the outlying regions will be allowed to retain Government quarters allotted to them to obviate hardships on account of children's education or otherwise. They may be considered for transfer back to Pondicherry, after completion of two years. No one should normally be required to stay in an outlying region for more than three years.

(c) In cases where the natives of Karaikal/ Mahé/Yanam have been posted in Pondicherry region for want of vacancies in the respective regions, and where they apply for transfer to outlying regions, they may be transferred to the outlying regions, as and when vacancies arise, based on the continuous length of stay put in by them in Pondicherry region. However, requests for transfer on out-of-turn basis without adhering to the above principle may be entertained in cases of husband and wife employed in different stations, physically handicapped Government servants, Government Servants who have one or two years to retire from Government service and Government servants suffering serious illness. In these cases, the order of priority for transfer may be decided in each case on merits. The physically handicapped officials should produce a certificate from the Specialist concerned, specifying the nature and degree of the physical handicap. In the case of Government servants suffering from serious illness, the Government servants concerned should produce a Medical Certificate from the Resident Medical Officer of the Government Hospitals, specifying the nature of illness and the reasons justifying the transfer to their native places. If there are no vacancies in the outlying regions, those who have put in more than three years of stay in Pondicherry region may be transferred to their native places by disturbing, if necessary, any other official who has already served for more than three years in that region so that there is mobility of personnel and each and everyone has the chance to serve in his own region.

(d) When both the husband and wife are working in the same region and when one of them gets transferred to another region at his/her own request, the other spouse may be considered for transfer when his/her turn comes in the normal course and he/she should not be considered for transfer to that region on an out-of-turn basis on the ground that his/her spouse is working in that region. For this purpose, whenever a Government servant applies for transfer to another region on the

ground that his/her spouse is working in that region, it should be ascertained as to whether the spouse had earlier been transferred to that region on his/her own request. The principle of transferring the husband and wife to the same station should be applied only in cases where either the husband or the wife is employed in any Department/Undertaking or Local Body of Pondicherry Government in any of the regions of this Union Territory and was not transferred earlier at his/her own request. This should not be applied in cases when either husband or wife is employed in neighbouring States. However, in really deserving cases, such requests may be considered on merits. This should be only as an exception, and not as a rule.

(e) The inter-regional transfers (otherwise than on the request of the Government servant) should be effected as far as possible only in May/June to coincide with the annual school vacation so as to ensure that the education of the children is not affected.

(f) The Government servants who are due to retire on superannuation within a period of two years may not be transferred to another region. However, if they themselves apply for transfer to a place nearby his/her residence, it may be considered sympathetically.

(g) In exceptional cases, where the transfers are to be effected in deviation of the above principles, on account of administrative exigencies, specific orders of Lieutenant Governor for Group A and B Officers and Secretary concerned for Group C and D officials should be obtained.

2. These instructions replace all previous instructions/guidelines issued in this regard, and are not applicable to the teaching staff of Education Department.

/By order of the Lieutenant Governor/

SUBHASH SHARMA  
CHIEF SECRETARY TO GOVERNMENT

To

All Secretariat Departments/Heads of Departments  
Administrator,  
Karaikal/Mahu/Yanam .

Copy to:

All Secretaries to Government  
PA to Chief Secretary

*Hasan*  
27/6/91  
(A. MOHAMED HASAN)  
JOINT SECRETARY TO GOVERNMENT

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