

## CHAPTER – XIV

### TRANSFER AND POSTING OF GOVERNMENT EMPLOYEES

#### District Departmental Heads retained in same Station for long periods

*O.M.No.PER.  
(AR)183/83/Pt/  
dt. 6<sup>th</sup> Sept, 199*

1. Government have decided that District Departmental Heads holding transferable posts have been retained in the same station for almost indefinite periods. Government consider that periodical change of posting of District Departmental Heads is desirable both in the Officers' interest and the public interest. It has accordingly been decided that such officers should not remain in the same place of posting for more than four years save in exceptional cases where the period of continuous stay in one station may be extended upto five years.

*O.M.No.PER.  
93/81/45, dtd.  
9<sup>th</sup> Dec, 1981*

2. Cases have come to the notice of the Government where Government employees posted or attached to Offices of Heads of Departments holding transferable posts as well as District Departmental Heads and other Government employees holding transferable posts at District and Sub-Divisional levels have been retained at the same station for almost indefinite period. Government firmly hold that periodical change in the posting of Officers is desirable and have decided that the period of posting of such officers in the same station should be normally for a period of three years and no more than four years save in exceptional cases.

*(Effective from 9<sup>th</sup> December, 1981)*

#### Categorisation of places of posting of Government employees holding transferable posts

*O.M.No.PER.  
114/81/164, dt  
21<sup>st</sup> Feb, 1985*

3.1. Categorisation of different places of posting in the State of Government employees holding transferable posts was considered by the Government. In order that all Officers holding transferable posts should have reasonable opportunity of serving in coveted as well as difficult postings Government have decided to categorise the different places of posting as Categories A, B and C as follows:-

Category	Station
A	Shillong, Tura and Jowai
B	Nongstoin, Williamnagar, Baghmara, Mairang, Cherrapunjee, Resubelpara and Nongpoh.
C	All other Stations not included under Category 'A' and 'B' above.

	<p>3.2. All Administrative Departments and Heads of Departments are, hereby directed to take necessary steps to ensure rotation of Officers holding transferable posts under their control within these three categories at regular interval so that Officers holding posts in Category 'A' are transferred to Category 'C' and from Category 'C' to Category 'A'. An officer may be transferred from Category 'B' to Category 'C' or 'A' depending on whether his earlier posting was 'A' or 'C' respectively. The period of posting of such officer in the same place should normally be for three years and not more than four years, save in exceptional circumstances in accordance with the instruction contained in Para e above. The rotation of such Officers should not be only category-wise but also District-wise so that an Officer does not spend too long a period within the same District.</p> <p><b>Note</b> :- Effective from 21<sup>st</sup> February, 1985</p>
<p><i>O.M. No.PER 58/85/4, dtd. 1<sup>st</sup> July, 1985</i></p>	<p>4.1. Instances have come to the notice of Government that some Government servants have been retained in the same place of posting for more than 4 years. This is contrary to the instructions already issued under Office Memorandum No. PER. 93/81/45, dtd. 9<sup>th</sup> December, 1981 (refer Para 2 above) and O.M. No. PER. 114/83/164, dtd. 21<sup>st</sup> February, 1985 (vide Para 3.1 &amp; 3.2 above) with a view to see that no officer spends too long a period within the same District.</p> <p>4.2. A statement has also been made in the Assembly that Government would adhere to the policy that the period of posting of such officers in the same place should normally be for a period of three years and not more than four years, save in exceptional cases.</p> <p>4.3. These instructions are, therefore, to be strictly followed by all concerned. Any departure from these instructions, namely, transfer of a Government</p>

	<p>servant from a place before three years or retention in a place beyond four years should be brought to the notice of Personnel Department along with special circumstances necessitating such action.</p>
<p><i>No.PER (AR) 163/88/74, dt. 16<sup>th</sup> July, 1992</i></p> <p><i>O.M.No.PER. 144/85/116, dt. 21<sup>st</sup> July, 1988</i></p>	<p style="text-align: center;"><b>POSTING OF DISTRICT LEVEL OFFICER IN THE NEWLY CREATED DISTRICTS RI BHOI AND SOUTH GARO HILLS</b></p> <p>5. With the inauguration of two new districts, namely, Ri Bhoi and South Garo Hills Districts, it has become necessary for posting district level Officers to Nongpoh and Baghmara. The opening up of districts will be meaningful when the people of the area can approach district level officers for their needs and problems. This is particularly relevant for major departments, such as Agriculture, Animal Husbandry &amp; Veterinary, Health, Education, Transport, Police and Food and Civil Supply Departments. Government attach the greatest importance to effective functioning of the two new districts and immediate arrangement for posting of district level officers in Nongpoh and Baghmara to be made most expeditiously.</p> <p style="text-align: center;"><b>Meghalaya Secretariat Service Officers/staff serving for more than five years in the same Department – Transfer thereof : -</b></p> <p>6. The question of transferring Officers and staff of different Department who have been serving for more than five years in the same Department in the Secretariat has been engaging the attention of the Government. After careful consideration of the matter, Government have decided that in order to afford a chance to all members of the Meghalaya Secretariat Service and the Meghalaya Secretariat Subordinate Service to have working knowledge in as many Departments as practicable, all Officers and staff should not serve in the same Department at a stretch for more than 5 years. In the case of any officers and staff who have served in the same Department for more than 5 years he / she will be transferred to another Department of the Secretariat immediately. This will be applicable in all cases excepting those requiring high specification. (Decision effective from 21<sup>st</sup> May, 1988).</p>

<p><i>Finance(EA) Deptt.O.M No.FEA.83/9 3/145, dtd. 4<sup>th</sup> July, 1994, &amp; O.M.No.PER. 58/85/117, dt. 2.11.1996.</i></p> <p><i>O.M.No.58/85/ 123, dt. 18<sup>h</sup> Nov. 1998</i></p> <p><i>No.PER.39/76 /116, dtd. 24<sup>th</sup> Nov., 1998</i></p>	<p><b>Frequent and random transfer of Officers from one Department/ Office/ Place to another before completion of minimum period of three years</b></p> <p>7. Some Government employees holding transferable posts are being frequently transferred and posted from one place/station to another even before completion of the minimum period of three years. This is contrary to the instructions contained under Paras 2.3.1. and 2.3.2. above and leads to avoidable expenditure on transfer travelling allowance, etc., and dislocation in administration which the State can ill-afford in the current financial crunch. It has, therefore, been decided that transfer of all officials holding transferable posts from one station to another before completion of three years will not be permitted except transfer under exceptional circumstances with the prior approval of the Chief Minister.</p> <p>8.1. There has been instances of random transfer of officers from one Department to another Department or from one branch to another branch and from one place/station to another, sometimes even before completion of the minimum period of three years. This action of the concerned Departments violates Government instructions issued from time to time.</p> <p>8.2. All Departments should strictly adhere to the above instructions of the Government. In case exceptional circumstances exist necessitating such transfer, detailed proposal is to be submitted to the Personnel &amp; A.R. Department for obtaining prior approval of the Chief Minister, as necessary. No such transfer should be made without the prior approval of the Chief Minister.</p> <p style="text-align: center;"><b>Charge reports / handling &amp; taking over of charges</b></p> <p>9. Government have noticed that some Officers submitted Charge Reports of handing and taking over charge without signing legibly resulting in delay in the issue of Pay-Slips, etc., by the Accountant General to the Officer concerned. While inviting a reference to Para 7.1. of the Assam Government Circular No. AAA. 44/51/1 dated 1<sup>st</sup> June, 1955 incorporated at page 123 of the Hand Book of General Circulars (extract reproduced below) it is re-</p>
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emphasised that these instructions should be carefully followed. Also, the relevant Government notifications/orders, etc., should be quoted in the Charge Reports submitted by them.

“ Para 7.1. Also Officers signing the Transfer Charge Certificate as “Relieving” or “Relieved” Officers should write their names in full, in block letters (first name, middle name and surname) under their signature, with brackets, while signing the Certificate of Transfer of Charge”.

**Discontinuance of submission of Charge Report by Gazetted Officers authorised to draw pay from the Establishment Pay Bill**

*No.PER.316/  
76/28, dt. 30<sup>th</sup>  
Nov., 1977*

10. A reference is invited to Finance Department’s O.M. No. FEG.45/75/9, dtd. 7<sup>th</sup> November, 1977, extract of which is given below for guidance.

“...A reference is invited to Rule 145 of the Assam Finance Rules as adapted by the Government of Meghalaya and to say that the Governor of Meghalaya is pleased to decide that submission of Charge Report by Gazetted Officers who are allowed to draw pay from the Establishment Pay Bill while proceeding on or returning from leave should be dispensed with. However, a Gazetted Officer may submit a joining report in the enclosed Form (Annexure) in duplicate to the administration, one copy of which should be forwarded to the Drawing and Disbursing Officer duly countersigned by the Administrative Authority for regulating his salary bill. Where the transfer of charge involves assumption of responsibility for cash, valuables, stores, secret documents, etc., a statement regarding items of charge should be prepared and submitted to the Controlling Officer duly signed by both the relieving and the relieved officers”.

**ANNEXURE**

Department of .....

**Joining Report**

I hereby report myself for duty this day .....forenoon /afternoon after availing of leave, from .....to ..... sanctioned vide Department of ..... Order No. .... dated .....

Signature .....

Name in Block letters .....

Designation .....

*No.PER.44/83/3,  
dt.21<sup>st</sup> Apr,1983.*

11. While forwarding the Charge Reports to the Accountant General, Meghalaya, the following procedures should be strictly followed by all Officers concerned (refer Para 9 above) :-

- (a) In cases of first appointment , the Charge Report of the officers are required to be furnished through the Head of the Department or Controlling Officer concerned.
- (b) Their names are required to be written legible.
- (c) Specific remarks are to be inserted when an Officer is allowed to hold dual/additional charge.
- (d) Charge Reports are to be furnished to the Accountant General in duplicate stating the date and hour of taking/handing over the charge.

**Refusal / Delay in handing over charge on transfer / promotion**

12.1. It has come to the notice of the Government that in certain cases of transfer, promotion, etc., the relieved officer has pleaded inability to hand over on the ground that the Officer was assigned/entrusted with some special

works which had to be completed before handing over charge, or on some other grounds. In certain other cases, transfers effected by Government are not complied with even after long periods of time. Such refusal to hand over charge to the relieving Officer has often put the relieving officer in great difficulty, which becomes further compounded if he has already handed over charge of his substantive post.

12.2. The matter has accordingly been considered in details. Since transfer orders, once issued are meant to be complied with immediately, it has been decided by the Government that whenever transfer orders are issued, the same should invariably be effected, without fail, within a period of 15 days of the orders being issued or before the end of the month when the transfer order is issued, whichever is later. In case an officer does not hand over charge within the prescribed period, the officer would be deemed to have been relieved forthwith, immediately after expiry of the above mentioned period.

12.3. In case of any compelling reasons which prevent a transfer from being effected, the relevant transfer orders are either to be stayed or kept in abeyance by the concerned authority within this period. If the transfer orders are not stayed or kept in abeyance within this specific period, then the transferred officer would be deemed to have been automatically relieved from his post as detailed above.

#### **Unilateral handing/taking over of charges and non-submission of Charge Reports to the Administrative Department(s)**

13.1. Instances have come to notice that in cases of transfer, promotion, etc., the concerned officers have handed over charge unilaterally or taken over charge on their own, and in different Charge Reports. This is not correct, since handing and taking over charge of any post in Government should be done simultaneously so that the post is not left vacant at any point of time. The matter becomes more complicated when the assumption of charge/responsibilities of the new post involves assumption of responsibilities of cash, stores, etc.

13.2. Unilateral taking/handing over charge is permissible only in either of the following circumstances :-

- (1) When there is a specific Government direction to this effect, when an Officer previously holding charge of a post is relieved of his charge with immediate effect, and the relieving officer can thus take over unilaterally; and
- (2) When the Officer taking over/handing over do not take charge of the same post, e.g., Principal Secretary, Commissioner & Secretary or Secretary. In such cases also the charge reports may be (drawn up) separate(ly) indicating the posts respectively handed over or taken over. However, even in these circumstances, it is necessary that the handing/taking over should be done after prior consultation and discussion, so that the handing over and taking over of the posts is done at the same time and the post is not left vacant and unmanned.

13.3. Government have also noticed that charge reports are not submitted by the Officers to their Administrative Departments whenever they proceed on transfer, promotion, leave, etc. Non-receipt of the charge reports especially by the Administrative Department(s) concerned defeats the purpose of maintaining of records and also leads to avoidable and unwarranted difficulty in managing the cadre smoothly and sometimes the Officer himself is put to difficulties because of his act of omission and commission.

13.4. It is, therefore, to be ensure that whenever charges of a post are to be made between two Officers of the same level, the charge report are to be signed by the two concerned Officers and in no case unilateral handing/taking over should be resorted to, except in case of the exceptions indicated at Para 13.2 above. Further a copy of the charge report are to be invariably submitted to the Administrative/Cadre controlling Departments.