



Government of Jammu and Kashmir
Consumer Affairs and Public Distribution Department
Civil Secretariat, Srinagar

Subject:- Policy on transfer/posting of Government employees.

Government Order No: 91 -CAPD of 2015
D a t e d: 25 - 08 - 2015

In supersession of all previous orders and circular instructions issued on the subject, it is hereby ordered that the department shall make transfers of Government employees strictly in conformity with the Transfer Policy forming annexure to this order.

By order of the Government of Jammu and Kashmir.

Sd/-

(Saurabh Bhagat)IAS

Secretary to Government

Consumer Affairs & P. Department

Dated: 25.08.2015

No. CAPD/Estt/116/2010

Copy to the:-

1. Commissioner/Secretary to Government, General Administration Department.
2. Director, CAPD Department, Jammu.
3. Special Secretary to Government, CAPD Department.
4. Director, CAPD Department, Kashmir.
5. OSD to Hon'ble Minister for CAPD Department for information of Hon'ble Minister.
6. Additional Secretary to Government, CAPD Department.
7. Director, Finance, CAPD Department.
8. Deputy Secretary to Government, CAPD Department.
9. Private Secretary to Secretary to Government, CAPD for information of Secretary.
10. Government Order file.
11. Monday Returns file.

(Jayal Ahmed Reshi)

Under Secretary to Government

Consumer Affairs and P & D Deptt

Annexure to Government Order No. 91 -CAPD of 2015
Dated 25.08.2015

Policy on Transfers/Posting of Government Employees:-

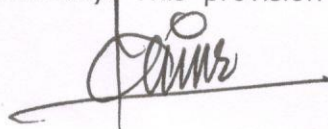
A. General Principles:-

1. It shall be imperative for both the Directors to maintain a complete database on transfers/postings of their employees for effective implementation of the transfer policy.
2. While effecting the transfers, the eligibility and suitability of the concerned employees and the interest of government work shall be given the utmost priority. The convenience of the employees may also be considered provided it does not affect the interests of the government work.
3. Postings shall be made on a rotational basis to sensitive and non-sensitive (non-field) posts. The Directors shall identify sensitive and non-sensitive posts and evolve a roster for posting of officials with the approval of the Administrative Department.
4. Where both the husband and wife are in government service, they may be posted conveniently at same station as far as possible subject to availability of the post and keeping in view the interest of administration as well.
5. Physically challenged persons may be given convenient posting at their local subject to availability of a post.
6. Orders once issued must strictly be complied with and if any order requires modification for some compelling reason, it shall be done only after obtaining approval of the next higher authority. Reversal of transfer orders once made must be a very rare event and to be resorted to only in exceptional cases for which reasons shall be recorded in writing.
7. The recruited under RBA and ALC category may be posted in such areas for at least 7 years.

B. Calendar for Transfers:

1. Transfers shall ordinarily be ordered in the first month of the financial year i.e. in April every year.
2. Transfers for Ladakh region shall be made as per the policy laid down for such transfers by the Ladakh Affairs Department.
3. Persons returning from leave, training or on revocation of suspension or on promotion shall be adjusted against vacant posts during the non-transfer period as far as possible.
4. Where the officials who are to move first are indicated, they shall handover the charge of their offices within seven days of issue of the order. In case, the charge is not handed over on the expiry of seven working days, it shall be deemed to have been handed over automatically. This provision will not, however, apply to such cases

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where there are specific instructions for giving immediate effect to the transfers.

C. Tenure of Postings.

1. The minimum tenure of a Government employee on a post shall be two years and a maximum of three years.
2. The minimum tenure of a Government employee in his home District shall be two years and after putting four years out of his home District, he shall be considered for their posting in their/his home District again.
3. A government employee holding any post may be transferred even before the completion of minimum tenure if:-
 - (i) the performance of the employee is found to be below job requirement, if there are grounds for initiating enquiry or disciplinary proceedings against him/her; or
 - (ii) it is not in public interest or in the interest of administration to allow the employee to continue on a post for a full tenure; or
 - (iii) the transfer is sought on health grounds supported by medical certificates issued by the duly constituted Medical Boards.

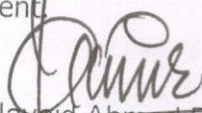
D. Delegation of powers for making Transfers/ postings:

Delegation of powers in favour of transfers/postings both Gazetted/Non-Gazetted and Class-IV shall be as under:-

S. No.	Class of Employees	Authority to whom delegated
1	Gazetted level officers	Administrative Department
2	Divisional Cadre non-gazetted employees within the district.	Head of the Department.
3.	District Cadre below non-gazetted employees within the district.	Head of the Department.

E. Pre-mature transfers.

No pre-mature transfers shall be made by the concerned HODs without the prior approval of the Administrative Department.


(Javaid Ahmed Reshi)

Under Secretary to Government
Consumer Affairs and P & D Deptt

