

## **State Transport Haryana Employees Transfer Policy.**

### **1. Vision**

To ensure equitable distribution of employees of State Transport in the cadre of Drivers, Conductors, Sub-Inspectors, Inspectors and Clerks at different locations in a fair and transparent manner and to maximize job satisfaction amongst employees and further to improve performance of Haryana Roadways.

### **2. Definitions**

In this policy, unless the context requires otherwise:

- (i) Policy covers transfer of Drivers, Conductors, Sub-Inspectors, Inspectors and Clerks (hereinafter called as "Employees") of State Transport, Haryana.
- (ii) Reference to "he" includes "she" too.
- (iii) Depot means depots as well as sub-depots.

### **3. Main features:**

- (i) Drivers, Conductors, Sub-Inspectors, Inspectors and Clerks of the department are liable to be transferred anywhere in the state at any point of time.
- (ii) This transfer policy shall be applicable w.e.f. year 2018-19.
- (iii) The transfer policy will be implemented using online application software with data entered in HRMS.

### **4. Time Schedule:**

- (i) Periodicity of the transfers: General transfers will be made only once in a year, as per time schedule as notified by the Government for a given year. However, transfers/postings necessitated by promotions/direct recruitments, posts needed to be filled up in public interest, can be made anytime. Further, the transfer of spouses of employees of Departments/Organizations of Government of Haryana or Government of India can also be made on requests at any time.
- (ii) The following time schedule will be followed, so far as feasible.
  - a) Transfer orders will be issued in the month of April every year and vacancies accrued due to retirement/death/attrition retrenchment upto 31<sup>st</sup> March of that current year shall be included.
  - b) Qualifying date for actual vacancies, deemed vacancies, weightage/merit points calculation, count of stay shall be 31<sup>st</sup> March of the calendar year of transfer.

- (iii) Transfer process will start in the month of March and will be completed by end of May each year. It will involve following processes:
- a) Rationalization of posts.
  - b) Preparation of provisional actual vacancy list and deemed vacancy list.
  - c) Seeking 'Yes/No' option for transfer from all employees.**
  - d) Notification of list of vacancies to be filled/blocked.
  - e) Seeking preferences for choice of stations (Minimum 10).
  - f) Generation of transfer orders.

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

***"Note:- It may be noted that the above mentioned time schedule will not be applicable in the 1<sup>st</sup> instance for Online transfer drive. However after its successful implementation in the 1<sup>st</sup> instance, the above time schedule will be followed as far as feasible."***

**5. Basic Principles:**

**The option once availed and confirmed will be final and can be changed only under the provisions of this policy. Any employee can voluntarily participate in transfer drive irrespective of his stay at his current place of posting and transfer will be carried out against actual/deemed vacancies. Any employee, who is not declared as surplus at that particular station, may continue unless any senior employee as per laid down criteria, opt for the said posting/station.**

**6. Merit criteria for allotment of posts:**

- (i) Decision of allotment to a vacancy will be based on the total composite score of points earned by an employee, out of **80 points** as described below. The employee earning highest points will be entitled to be transferred against a particular vacancy.
- (ii) Age will be the prime factor for deciding the claim of the employees against a vacancy since it will have **weightage of 60 points, out of total 80 points.**
- (iii) However, to take care of categories like women, widows, widowers, differently abled persons, employees with serious ailment, and employees performing as per targets, a privilege of maximum 20 points can be availed by the employees of these categories (hereinafter to be referred as Special

Category). The division of points are given in sub para 6(iii)(a) and 6(iii)(b) below:-

a) Age:

b)

SN	Major Factor	Sub-Factor	Max. Points	Criteria for calculation
1	Age (Present date minus date of birth)	Eldest person shall get maximum points	60	$\frac{\text{Age in number of days}}{365}$ (maximum four decimal points only)

c) The second set of merit points will come from the special factors enumerated hereinafter:

SN	Major Factor	Sub-factor	Max. points	Explanation
1.	Gender	Female	10	10 points shall be given to female employee.
2.	Special category female employees	Widow/divorced/ separated/ unmarried female employee more than 40 years of age/ wife of serving Military personal/ Paramilitary personal working outside the State	10	All female of this category shall be given 10 marks only.
3.	Special category male employee	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.
4.	Differently abled employee	Vision	20	40% to 60% disability = 10 Marks. Above 60% to 80% = 15 Marks Above 80%=20 Marks
		Locomotors	20	
		Deaf & Dumb	20	
5.	Diseases of "Debilitating Disorders"	Self	10	<b>Certificate in case of Chronic diseases issued by AIIMS (including its branches in Haryana), PGI Rohtak, PGI Khanpur Kalan, Kalpana Chawla Medical College,</b>
		Spouse/ unmarried Children	10	

<b>SN</b>	<b>Major Factor</b>	<b>Sub-factor</b>	<b>Max. points</b>	<b>Explanation</b>
				Karnal, PGI Chandigarh or duly constituted Medical Board only, must be uploaded on HMRS and valid upto the cut off/eligibility date declared by the department during timelines of implementation of online transfers. If the relevant chronic disease certificate is not uploaded on HRMS on or before eligibility date which will be declared by department during online transfer process, the case will be rejected and will be considered in general category.
6.	Differently abled or mentally challenged children	Men/Women having Mentally challenged or 100% differently abled child	10	Men/Women employee having mentally challenged or 100% differently abled children shall be provided maximum 10 points.
7.	Couple case	Only female spouse	5	Employees' spouses working in State Government, Central Government, PSUs and Boards, Authorities created under acts or rules.

SN	Major Factor	Sub-factor	Max. points	Explanation	
8.	A) Earning performance (only for conductors)	Employee giving good receipt and good earning performance	5	For results, following shall be the criteria for entitlement of points: 90% to 95% = 1 96% to 100% = 2 101% to 105% = 3 106% to 110% = 4 110% & above = 5 (The above %age is based on the earning targets specified for routes and timing)	
	B) KMPL Performance (only for drivers)	Employee giving good KMPL performance		For results, following shall be the criteria for entitlement of points: 90% to 95% = 1 96% to 100% = 2 101% to 105% = 3 106% to 110% = 4 110% & above = 5 (The above %age is based on the KMPL targets specified for routes)	
9.	Academic Qualification of child/children of the employee(s)	(i) If child is studying in class 11 <sup>th</sup>	2.5		
		(ii) If child is studying in class 12 <sup>th</sup>	2.5		
		Benefit will be given upto 2 children only			
10.	Negative performance	Employees awarded with punishment under rule -4B or 4A	7 (Minus) under 4B and 3.5 (Minus) under 4A	Deduction of points	
				Under rule 4B	Under rule 4A
				1 <sup>st</sup> = 1	1 <sup>st</sup> = 0.5
				2 <sup>nd</sup> = 2	2 <sup>nd</sup> = 1
				3 <sup>rd</sup> = 4	3 <sup>rd</sup> = 2
				4 <sup>th</sup> = 5	4 <sup>th</sup> = 2.5
				5 <sup>th</sup> and above = 7	5 <sup>th</sup> and above = 3.5
			If an employee is punished under rule 4A as well as 4B then deduction on both		

SN	Major Factor	Sub-factor	Max. points	Explanation
				accounts will be considered upto maximum 10.5 Points.
A detailed circular containing guidelines for measuring earning/KMPL performance shall be issued by the competent authority from time to time.				

- (iv) Marks of the negative performance will be deducted from the maximum of 20. To elaborate, firstly the positive marks will be calculated subject to the maximum of 20 and then the marks for negative performance will be deducted from those maximum of 20 marks.
- (v) For transfer to be carried out in the year 2018, the complete punishment record till 31<sup>st</sup>March, 2018 will be considered. In subsequent years, the marks for negative performance will be considered for those punishments which are awarded in previous financial year.
- (vi) Marks for academic qualification will be given for upcoming academic session that means if transfers are carried out in April or May, 2018 then the academic session considered will be 2018-19.
- (vii) Only notified diseases shall be considered for merit points under the category of "Diseases of Debilitating Disorders".
- (viii) If husband and wife, both are working in same depot, the benefit of 10 points under sr. no. 6 above can be claimed by only anyone of them.
- (ix) The Earning Performance criteria at sr. no. 8 in the above table will be applicable for the last year only i.e. if transfers are carried out in month of April 2018 then earning performance/ KMPL will be taken for financial 2017-18. Depot wise target specified will be considered for it.

## 7. Definition of vacant posts:

- (i) There will be two types of vacancies as under:
  - a) **Actual Vacancy:** A post not occupied by any official, a post which will become vacant due to retirement in the current year, promotion, voluntary retirement or otherwise as on date of publication of vacancies as per schedule given in the policy.
  - b) **Deemed Vacancy:** A post occupied by such official who has given option for transfer from his depot under special circumstances /dispensation given in the policy.
- ii) Some vacancies of all categories of employee may remain unfilled at any given point of time due to shortage of employee in the department. To avoid

disproportionate concentration of employees in some depot, the department may block some actual vacant posts to be kept vacant in the transfer drive.

**8. Procedure to be adopted:**

- (i) Employees suffering from
  - a) 100% vision loss (having light duty in court yard and other than driving/conductor etc.); or
  - b) 100% locomotor disability for any reason; or
  - c) currently suffering from cancer; or
  - d) having undergone bypass heart surgery; or
  - e) kidney transplant; or
  - f) currently undergoing dialysis

will 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 will 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 depot and sub depot for these categories of employees.

- (ii) An employee having 12 months or less in retirement from the qualifying date will not be transferred if they are not willing to participate in transfer drive.
- (iii) An employee shall be eligible to opt any number of depots and sub-depots, available to him, across the state. He will be free to give preferences in order of his suitability. To illustrate, if an employee wants Ambala, Kurukshetra, Kaithal, Karnal so on and so forth in order of his individual preferences then he will be eligible to do so.
- (iv) All employees will be asked to opt for maximum number of depots and sub depots as suitable to them so that their chances of getting posted on un-opted stations may be reduced.
- (v) Unmarried female employees upon marriage, married female employee upon divorce or death of spouse can, on request, be permitted to participate in the next transfer drive after the event.
- (vi) Employees taken in a cadre through direct recruitment, promotion and repatriation will be posted as per availability of stations.
- (vii) All employees voluntarily participating in the transfer drive will be considered for transfer, irrespective of their stay at particular station in the first instance (i.e. transfers to be carried out in 2018/2019) and once transferred he will not be considered for transfer for next three years from the date of the issuance of the orders.**

- (viii) In grave administrative exigency, the department will be at liberty to post any employee at any depot or sub depot across the state and country.
- (ix) Employees declared surplus from a station as part of the rationalization of posts will compulsorily participate in the transfer drive. In case of their non-participation in transfer drive for any reason their salary from such posts will be stopped and the department will be at liberty to post them at any station across the state in the depots/sub-depots having high deficiency in that cadre.

**Note: The employees having obtained least marks in the merit list along with longer stay at a particular station / depot and declared excess / surplus as per rationalization process during transfer drive will be considered for transfer.**

- (x) Every employee will be responsible for the accuracy and regular updation of data in the Human Resource Management System (HRMS) in respect of his credentials. Otherwise the department will be at liberty to post them at any station across the state in the depot having high deficiency of employees.
  - (xi) The transfer exercise will be carried out only through approved web based application.
  - (xii) All transfers will be implemented within three days of their issuance. The treasury offices concerned will not draw the salary of the employees who have not complied with the orders.
  - (xiii) Employees transferred on administrative grounds of misconduct will not be transferred back to the same depot where from they were transferred on such grounds.
  - (xiv) Within 15 days of issuance of orders, the employees aggrieved with the transfer process can represent to the department after joining at new place of posting, on a grievance redressal forum to be provided by the department in this behalf. Their representation will be considered in accordance with the policy and appropriate decision will be conveyed to them as deemed fit.
- 9.** In case Department is facing shortage of staff at any depot / HQ or in need of employee(s) due to administrative exigency or shortage / surplus, then department is authorized to take decision at administrative level for transfer/adjustment, considering the detention of buses for route operations, the period of five years of service at a particular place will be relaxable in case of rationalization of staff to minimize detention of bus fleet.

**10. Power of relaxation**

Notwithstanding anything contained in the policy, the Administrative Secretary, Transport Department, Haryana with the prior approval of the Hon'ble Chief Minister, Haryana, will be competent to transfer any employee to any place in

relaxation of any or all of the above provisions after recording reasons justifying such relaxation.

**11. 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 will be competent authority to clarify such doubt or to remove such difficulty by issuing a reasoned order to this effect.

**12. Bar against canvassing**

No employee will canvass for his case except through the grievance redressal mechanism provided for in para 8 (xiv) of the policy. All other individual representations will be treated as an attempt to bring extraneous influence on the due process. No relief can be sought except the one already sought through the mechanism of para 8.

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

**PERFORMANCE CERTIFICATE**

- 1. Name of the officer/official .....
- 2. Gender (Male / Female) .....
- 3. Present Place of posting .....
- 4. Home District .....
- 5. Whether widow / widower, who has not married again. ....
- 6. No. of minor children and unmarried Daughters. ....
- 7. Whether differently abled / Mentally challenged employee. ....
- 8. Chronic / debilitating disease of self / Children / Spouse. ....
- 9. Classification of Post, whether equivalent to Class III or IV .....
- 10. Whether facing any charge sheet .....
- 11. Whether any punishment awarded during the last five years under rule 4B or 4A. ....
- 12. Couple case .....
- 13. Earning Performance .....
  
- 14. Whether children studying in class XI or XII. ....

11. Remarks, if any .....