



OFFICE MEMORANDUM

No. 14357 /Gen., Dated, the 30<sup>th</sup> April, 2001.  
9/2001.

Sub: Transfer Policy, 2001-2002.

Government have been pleased to decide that transfer of Government servants during the year, 2001-2002 should be limited to the minimum necessary in the exigency of public service. In view of the austerity measures now in force, large scale transfers which involve unnecessary expenditure from the State exchequer should be avoided. The following policy directive will therefore, come into effect immediately.

1. Transfers during the current year should be limited to filling up vacancies arising out of promotions, retirements, suspension, long leave and similar other grounds.
2. While filling up the vacancies or effecting transfers in situations, indicated in Para-I, the following guidelines may be followed :-
  - (a) Officers who have completed less than three years at a particular station should not ordinarily be transferred except where such transfers are unavoidable in public interest/exigencies of public service. All such transfers should be considered keeping in view the overall policy to limit the transfers to the minimum necessary.
  - (b) Representation of government servants who are presently posted in the K.B.K. districts and have served for more than three years in a continuous spell and government servants retiring within next two years may be considered sympathetically.
  - (c) Transfers under sub-para-(a)&(b) above shall however be subject to instructions contained in sub-para(iii) and (iv) of para-2 of G.A. Department Circular No.19538., Dtd.29.7.91 a copy of which is enclosed for ready reference.
3. Transfer on administrative ground should be kept to the minimum. Frequent transfer of an officer should, as far as possible, be avoided.
4. Transfer orders should not be issued from the Govt. level in cases where sub-ordinate authorities, such as heads of departments and others are competent to effect such transfers as this causes multiplicity of orders causing confusion. Transfer of officers should be left to the authorities competent to do so. By and large, transfer at the Government level may be confined to those of Group 'A' officers only. Many departments have already delegated the transfer of Group-'B' Officers to heads of departments. In those cases, the authorities delegated with such functions may only effect the transfer of Group-'B' Officers. The departments who have not delegated the matter of transfer of officers of Group 'B' and below to sub-ordinate authorities may consider delegating such functions.

P.T.O.

5. General transfers during the current year shall be made between 30th April, and 15th June. Transfers after the aforesaid period upto 30th April next year may only be made with approval of the authority next above the prescribed authority.
6. An officer who is transferred shall be relieved within seven days of receipt of the transfer order.
7. Leave should not be granted to the officers under orders of transfer. The transferred officers should join their new places of posting immediately.
8. As far as possible, representations of the government servants for transfers should be favourably considered. When a transfer is made on the request of the employee concerned, no transfer T.A. would be payable.
9. As per the Conduct Rules, a Government servant is not supposed to get outsiders to intercede on his/her behalf. He/She should file representation through proper channel.

Sd/-U.N. Behera.  
Special Secretary to Government.

Memo No. 14358(c)/Gen., Date. 30-4-2001

Copy alongwith copy of the enclosure forwarded to  
All Departments of Government/All Revenue Divisional Commissioners/  
All Heads of Departments/All Collectors for favour of information  
and necessary action.

*M. M. 20/30/4/2001*

Additional Secretary to Government

*M.*