

General Transfer Policy of The Haryana State Cooperative Agriculture and Rural Development Bank Ltd., Panchkula, Haryana for the post of Clerk of Head Office and DPCARDBs under the control of Head Office, HSCARDB , Haryana, Panchkula.

Regarding general principles for online transfer of employees, the Online Transfer Policy for the **post of Clerk** of Head Office and DPCARDBs in the State of Haryana is framed as under:-

1. **Vision:** To ensure equitable distribution of Government employees at different locations in a fair and transparent manner and to maximize job satisfaction amongst employees and further to improve performance of the Bank.
2. **Application:** This Policy shall be applicable to the post of Clerk of Head Office and DPCARDBs , working on regular basis.
3. **Definitions:** In this policy, unless there be anything repugnant in the subject or context;
 - (a) **‘Block Posts’** means the vacancies of a cadre remain unfilled at any given point of time due to shortage of employees in the Bank.
 - (b) **‘Employees of Special Category’** means the blind employees or the differently abled employees or their children and spouse, women employees, women headed households, widows, widowers, couple case, employees suffering from Diseases of Debilitating Disorder;
 - (c) **‘Prescribed Tenure’** means the tenure of appointment/posting for a period of five years. While calculating the tenure of an employee for the purpose of this policy, there shall be two dates from which someone is working in a zone on 31st March and 30th September of the calendar year of transfer shall be counted irrespective of the fact he or she has been appointed by temporary transfer or otherwise. These two dates are being linked with two Harvest Seasons first 1st April to 30th September (Rabi) and second 1st October to 31st March (Kharif). However, an employee may participate in the transfer drive subject to completion of minimum three years service in a zone;
 - (d) **‘Qualifying date’ for the purpose of calculation of vacant post(s)** shall be the 31st March or 30th September whichever is earlier of the calendar year of transfer.;
 - (e) **‘Transfer Drives’** means 1st April to 7th April and 1st October to 7th October of every calendar year.
 - (f) **‘Service’** means duty period and all kinds of leave including extraordinary leave availed by the employee during the prescribed tenure.
 - (g) **‘Transfer’** means posting/appointment from one Zone to another on or before completion of prescribed tenure in a Zone;
 - (h) **‘Vacant Post for transfer’** means
 - (i) a post not occupied by any employee;
 - (ii) a post presently occupied by an employee for a period of five years or more;
 - (iii) a post on which an employee has been appointed by temporary transfer or due to non-availability of online transfer drive;
 - (iv) a post occupied by an employee who has been adjudged eligible and allowed by the competent authority to participate in general transfer drive even if he or she has not completed the prescribed tenure in the zone where he or she is presently posted.

Note 1.- Where there are *Blocked Posts* in a cadre the same shall be excluded from the number of *vacant posts for transfer*.

Note 2.- The post against which an employee has been posted/transferred on compulsion of administrative reasons or litigational nature shall also not be included in the vacant posts for transfer.

- (i) **'Zone'** means station/an area prescribed by the competent authority for the purpose of calculation of prescribed tenure and entitlement of an employee for transfer from one DPCARDB to another under this policy;

4. General Principles:

(i) Time Schedule for online transfers:

- (a) General transfers online will be made twice in a year. However, transfer/posting necessitated by promotion, direct recruitment, posts needed to be filled up in public interest, can be made anytime by the competent authority.
- (b) The online process will be completed upto 31st March and 30th September and implemented after 31st March and 30th September or as per exigency/convenience of the Bank.

(ii) Computerization of relevant service record of employees:

The Bank will ensure that all employees enter their service record in HRMS. Every employee shall be responsible for the accuracy and regular updation of data in the Management Information System in respect of his credentials, otherwise the Bank will be at liberty to post him anywhere in the State.

(iii) Exemption:

In case any employee is to be exempted from transfer for different reasons like suspension, long leave, absent, incomplete data due to administrative exigencies, medical ground etc., MD,HSCARDB may exempt such employee(s) for participating in specific transfer drive.

(iv) Rationalization and Blocking of the posts:

To avoid disproportionate concentration of employees at a particular station, the Bank will rationalize their sanctioned posts and also block actual vacant posts to be kept vacant in the transfer drive. In the long run, however, the Bank may increase/decrease the total number of sanctioned posts as per their assessment/requirement in consultation with Registrar, Cooperative Societies, Haryana.

5. Merit Criteria for allotment of post:

- (a) Merit for allotment of vacant post to an employee shall be based on the total composite score of points earned by the employee, out of 80 points as described below. The employee earning points shall be entitled to be transferred against a particular vacancy.
- (b) Age shall be the prime factor for deciding the claim of an employee against a vacancy since it shall have weightage of 60 points, out of total points.
- (c) A privilege of maximum 20 points can be availed by the employee of special categories as indicated below:-
- (A) **Age:** The first set of merit points will be the Age of the Government employee concerned enumerated below:-

Sr. No.	Major Factor	Sub-Factor	Max. Points	Criteria for calculation
1.	Age (Present date i.e. (1 st January of the year of consideration minus date birth)	Eldest person shall be given maximum points.	60	Age in number of days ÷365 (Maximum four decimal points only)

(B) Special Category:

The Second set of merit points will come from the Special Category enumerated hereinafter:-

Sr. No.	Major Factor	Sub-Factor	Max. Points	Explanation
1.	Gender	Female	10	10 Points shall be given to all female employees.
2.	Special category female employees	Widow/Divorced/separate d/unmarried female employee more than 40 years of age/wife of serving Military Personnel/ Paramilitary personnel working outside the state.	10	All female of this category shall be given 10 marks only.
3.	Special category male employees	Widow who has not remarried and has one or more minor children and /or unmarried daughter(s)	5	Eligible widowers shall be given 5 points only.
4.	Differently abled persons	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 Disorder" i.e. a) Currently suffering from cancer; or b) Having undergone by-pass heart surgery; or c) Kidney transplant; or d) Currently undergoing dialysis.	Self	10	Valid medical certificate issued during last one year by AIIMS (including its branches in Haryana), PGI Rohtak, PGI, Khanpur Kalan, Kalpana Chawla Medical College, Karnal, PGI Chandigarh, Medical College of Haryana Govt. or a Medical Board so constituted.
6.	Diseases of "Debilitating Disorder"	Spouse/unmarried children	10	Valid medical certificate issued during last one year by AIIMS (including its branches in Haryana), PGI Rohtak, PGI, Khanpur Kalan, Kalpana Chawla Medical College, Karnal, PGI Chandigarh, Medical College of Haryana Govt. or a Medical Board so constituted.
7.	Differently abled or mentally challenged children	Male/Female employee having Mentally challenged or 100% differently abled child	10	Male/Female employee having Mentally challenged or 100% differently abled children shall be provided maximum 10 points.
8.	Couple Case	Only applicable to females.	5	Employees' spouse working in any Department/Board/Corporations under any State Govt. or Govt. of India.

- (d) The employees who are 100% blind or having 80% or more locomotors disabilities involving both the legs shall be given their choice of posting.

6. Procedure to be adopted:

- i. MD,HSCARDB shall seek preferences for choice of station in a zone from the eligible employees for transfer. The transfer exercise shall be carried out only through approved web based application.
- ii. The option once availed and confirmed by the employees shall be final and cannot be changed.
- iii. An employee who is due for superannuation within one year or less service shall not be eligible to participate in the transfer drive unless he or she so desires.
- iv. Merit criteria for allotment of station will be as per Para 5 above.
- v. All transfer shall be implemented within seven days of their issuance. The relieving Branch shall not release the salary until employee joins the new station of posting..
- vi. Within 15 days of issuance of orders, an employee aggrieved with the transfer process can represent to the Bank after joining at the new place of posting, on a grievance redressal forum to be provided by the Bank for this purpose. His representation shall be considered in accordance with the policy and appropriate decision shall be conveyed to him as deemed fit.

A committee headed by the Deputy Registrar and comprising of CMO and CEO of the concerned DPCARDB may recommend deputation/temporary transfer of an employee after the transfer drive, on the basis of genuine and compelling reasons. A web portal should be provided for taking online applications from the employees for this purpose. The committee will scrutinize such cases and send their recommendations to the MD,HSCARDB who will deal under relaxation clause of the Transfer Policy.

- vii. Online general transfer due to completion of prescribed tenure of five years shall be treated as 'transfer in public interest' and in such case the joining time and composite transfer grant shall be admissible as per provision in Haryana Staff Service Rules.
 - viii. **In case of employee who exhaust their preferred choices, before posting them under 'Anywhere in the State' option, they Bank shall again seek their options against the remaining available posts at that point of time. Changes in the transfer software may be made accordingly so that they are not randomly posted too far away from their places of posting.**
7. **Bar against canvassing:** No employee shall canvass for his/her case except through a representation to the MD,HSCARDB, Registrar, Cooperative Societies and Additional Chief Secretary, Cooperation Department , as per this policy. All other individuals representative shall be treated as an attempt to bring extraneous influence on the due process. No relief can be sought except the one already sought as per Para 6 above.
8. **Appointment by promotion/direct recruitment:** Employees taken in a cadre through direct recruitment/promotion/repatriation shall be posted in the Zone of eligibility and availability.
9. **Opportunity or option to certain categories:** The following categories of employees will not be transferred unless they desire to participate in the transfer drive:-
- a) Employee having 12 months or less in retirement on the date of next transfer drive;
 - b) Unmarried female employees upon marriage;

- c) Married female employee upon divorce; or
- d) Widow or widower employees on the death of spouse;

They may be permitted to participate in the next transfer drive after the event.

After the transfer drive, the 'newly married' or 'recently divorced' female employees shall be given preferred place of posting against vacancy upon request. However, they shall have to participate in the next transfer drive being married or widowed and at that time they shall be adjusted at any of their top three choices against available vacant posts.

10. **Posting in remote areas:** Incentive for serving on the choice of Anywhere in the State: If an employee opts for 'anywhere in the State' and is thereafter posted in an office F.P.Jhirka, Nuh, Punhana against a vacancy for which no employee has opted, he or she will be paid remuneration @ 10% of the Basic Pay + D.A. during the period of said posting provided this incentive shall not be admissible in case of transfer of employees whose home district is F.P.Jhirka, Nuh or Punhana. The competent authority will ensure that the above benefit along with the Payee Code of the transferee employee is quoted.
11. **Clarification & Implementation:** In case of any doubt or difficulty in making out the true intention of the provisions of this policy, the Administrative Section in consultation with Administrative of PARDBs (AOP) shall be the competent authority to clarify such doubt or to remove such difficulty by issuing a reasoned order to this effect.
12. **Power to relax:** Notwithstanding anything contained in the policy, the Administrative Secretary to Govt. of Haryana with the prior approval of the Chief Minister, Haryana, shall be competent to transfer an employee to any place in relaxation of any or all of the above provisions after recording reasons justifying such relaxation.

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