



# Haryana Government Gazette

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### HARYANA GOVERNMENT

#### PUBLIC HEALTH ENGINEERING DEPARTMENT

##### Notification

##### Online Transfer Policy of Assistant Engineers/Assistant Executive Engineers

The 25th November, 2021

**No. 1/94/2021-5PH.**— In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following Online Transfer Policy, namely:-

1. **Vision:** To ensure equitable, demand based distribution / posting of Assistant Engineers/ Assistant Executive Engineers to protect public interest and effect transparency.
2. **Application:**-This Policy shall be applicable to all Assistant Engineers/ Assistant Executive Engineers (Civil) who are members of State cadre working on regular basis or on current duty charge (CDC) / Look After Charge (LAC) basis.
3. **Definitions:** In this policy, unless there be anything repugnant in the subject or context;
  - (a) **'Blocked Posts'** means the vacancies of a cadre which remain unfilled at any given point of time due to rationalization.
  - (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, employee suffering from Diseases of Debilitating Disorder;
  - (c) **'Prescribed Tenure'** means the tenure of appointment for a period of Five years in a particular Sub Division /ten years in a Division /twelve years in a Circle. While calculating the tenure of an employee for the purpose of this policy, the date from which someone is working in a zone to the date of calendar year decided by the competent authority separately shall be counted for transfer irrespective of the fact that he / she has been transferred by temporary transfer or otherwise. However, an employee may participate in the transfer drive subject to completion of minimum 03 years service in a zone;
  - (d) **'Qualifying date' for the purpose of calculation of vacant post(s)** shall be decided by competent authority separately of the Calendar year of transfer.;

- (e) **‘Service’** means duty period and all kinds of leave including extraordinary leave availed by Assistant Engineers / Assistant Executive Engineers during the prescribed tenure.
- (f) **‘Transfer’** means posting/appointment from one Sub Division to another on or before completion of prescribed tenure in a Sub Division;
- (g) **‘Vacant Post for transfer’** means
- (i) a post not occupied by any Assistant Engineer/ Assistant Executive Engineer;
  - (ii) a post presently occupied by any Assistant Engineer/ Assistant Executive Engineer for a period of Five years or more;
  - (iii) a post on which any Assistant Engineer/ Assistant Executive Engineer has been appointed by temporary transfer or due to non-availability of online transfer drive;
- Note-1.**— Where there are Blocked Posts in a cadre the same shall be excluded from the number of vacant post for transfer.
- Note-2.**— The post against which any Assistant Engineer/ Assistant Executive Engineer has been posted/transferred on compulsion of administrative reason or litigation nature shall also not be included in the vacant posts for transfer.
- Note-3.**— Department shall prepare the list of vacant posts for transfer and notify them for the benefit of stakeholder. Depending upon input from stakeholders, such list may be amended if required.
- (h) **‘Sub Division/ Division/Circle’** means an area prescribed by the competent authority for the purpose of calculation of prescribed tenure and entitlement of any Assistant Engineer/ Assistant Executive Engineer for transfer from one Sub Division/Division/Circle to another under this policy;

#### 4. General Principles:

##### (i) Time Scheduled for Online Transfers:

- (a) General transfers online will be made only once in a year. However, transfer/posting necessitated by promotion, posts needed to be filled up in a public interest, can be made anytime by the competent authority.
- (b) The online process will be completed and implemented as per exigency/convenience of the department.
- (c) Every Assistant Engineer/ Assistant Executive Engineer completing 5 years of stay/ tenure in a particular Sub Division or 10 years of stay/tenure in a Division or 12 years of stay/tenure in a Circle whichever is earlier has to be compulsory shifted.
- (d) An Assistant Engineer/ Assistant Executive Engineer who has completed 5 years or more stay/tenure in a particular Sub Division can opt for his transfer from one Sub Division to another within the same or any other Division, if he has completed 10 years or more stay in a particular Division he cannot opt for his transfer within the same Division but he can opt for his transfer from one Sub Division to another within the same or any other Circle but an Assistant Engineer/ Assistant Executive Engineer who has completed 12 years or more stay/tenure in a Circle cannot opt for his transfer within the same Circle.
- (e) In case, any Assistant Engineer/ Assistant Executive Engineer having 12 years or more stay/tenure in a Circle or 10 years or more stay/ tenure in a particular Division or 5 years or more stay/ tenure in a particular Sub Division do not submit his preference for his / her transfer then he /she is liable to be posted anywhere as per the vacancy. Once posted in a Sub Division / Division / Circle, he / she will not be allowed to submit his/ her option for 3 years and will be transferred as per provision of policy thereafter.
- (f) Assistant Engineer/ Assistant Executive Engineer can opt for their transfer in their respective cadre only i.e. Civil.
- (g) Minimum stay for seeking transfer under this policy shall be 3 years after which he /she can participate in drive.
- (h) An Assistant Engineer/ Assistant Executive Engineer shall not be posted in his/ her Home District, except Head Office.
- (i) In case of employees who exhaust their preferred choices, before posting them under ‘Anywhere in the State’ option, they department 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.

(ii) **Liable to be posted anywhere :**

- (a) Assistant Engineers/ Assistant Executive Engineers are liable to be transferred under this policy in any Sub Division or Division or Circle or anywhere in the State, in public interest, on completion of prescribed tenure.

(iii) **Computerization of relevant service record of employees:**

The Department shall 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 department shall be at liberty to post him anywhere in the State.

- (iv) **Rationalization and Blocking of posts:** To avoid disproportionate concentration of employees at a particular station, the department should rationalize their sanctioned post and block actual vacant post to be kept vacant in the transfer drive. In the long run, however, the department may increase/decrease the total number of sanctioned posts as per their assessment/requirement in consultation with Work Assessment Cell in the Administrative Reforms Department and Finance Department.

**5. Merit Criteria for allotment of post:**

- (a) Merit for allotment of vacant post to any Assistant Engineer/ Assistant Executive Engineer shall be based on the total composite score of points earned by an Assistant Engineer/ Assistant Executive, out of 80 points as described below. An Assistant Engineer/ Assistant Executive highest point shall be entitled to be transferred against a particular vacancy.
- (b) Age shall be the Prime Factor for deciding the claim of the Assistant Engineer/ Assistant Executive Engineer against a vacancy since it shall have weight-age of 60 points, out of total points.
- (c) A privilege of maximum 20 points can be availed by the Assistant Engineer/ Assistant Executive Engineer of special categories as indicated below:-
- (A) **Age: The first set of merit points will be the age of the Assistant Engineer/ Assistant Executive Engineer concerned enumerated below:-**

Sr. No.	Major Factor	Sub-Factor	Max. Points	Criteria for Calculation
1	Age (Present date i.e. (1st January of the year of consideration minus date of 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 factors enumerated hereinafter with a cap of maximum 20 marks irrespective of the merit point earned:

Sr. No.	Major Factor	Sub-Factor	Max. Points	Explanation
1.	Gender	Female	10	10 points shall be given to all female Assistant Engineers/ Assistant Executive Engineers
2.	Special Category female Assistant Engineers/ Assistant Executive Engineers	Widows/divorced/legally separated/unmarried female Assistant Engineers/ Assistant Executive Engineers of more than 40 years of age/ wife of serving Military personnel/ Paramilitary personnel working outside the State	10	All females of this category shall be given 10 marks only.

Sr. No.	Major Factor	Sub-Factor	Max. Points	Explanation
3.	Special Category male Assistant Engineers/ Assistant Executive Engineers	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. In case of re-marriage of self or children becoming major or daughter getting married, the employee will have to update his profile on the portal and will not be eligible for this advantage any more.
4.	Differently abled persons	Locomotors/Ortho	20	40% to 60% disability= 10 Marks. Above 60% to 80%=15 Marks Above 80%=20 Marks
		Deaf & Dumb	20	
		Vision	20	
5.	Diseases of "Debilitating Disorders" i.e. (a) Currently suffering from Cancer; or (b) Having undergone by-pass surgery; or (c) Currently undergoing dialysis.	Self	10	Valid 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 Government or a Medical Board so constituted.
6.	Diseases of "Debilitating Disorders"	Spouse/ Children Un-married	10	Valid 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 Government or a Medical Board so constituted.
6.	Differently abled or mentally challenged children	Male/ Female employee having mentally challenged or 100% differently abled child	10	Male/ Female Assistant Engineers/ Assistant Executive Engineers having mentally challenged or 100% differently abled children shall be provided maximum 10 points.

**C) Other Points**

1.	Couple case	Female	5	Employees' spouses working in any Department/ Board/ Corporations under any State Government or Government of India.
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Sr. No.	Major Factor	Sub-Factor	Max. Points	Explanation																		
2.	Earning performance	An employee earning good performance through ACR last received during the prescribed tenure.	5	Grading of ACR Outstanding =5 Very good =3 Good =2 Others =0																		
3.	Negative performance	<b>Deduction of points in case of awarding minor or major penalty under the HCS (P&amp;A) Rules, 2016 during the year of prescribed tenure.</b>	(-) 7 (-) 3.5	Deduction of points: Under Rule <table border="1" data-bbox="1077 638 1436 1131"> <thead> <tr> <th>Punishment awarded during the period of prescribed tenure</th> <th>Major penalty under Rule-4(b)</th> <th>Minor penalty under Rule-4(a)</th> </tr> </thead> <tbody> <tr> <td>1 case</td> <td>1</td> <td>0.5</td> </tr> <tr> <td>2 cases</td> <td>2</td> <td>1</td> </tr> <tr> <td>3 cases</td> <td>4</td> <td>2</td> </tr> <tr> <td>4 cases</td> <td>5</td> <td>2.5</td> </tr> <tr> <td>5 &amp; above cases.</td> <td>7</td> <td>3.5</td> </tr> </tbody> </table> <p><b>Note.—</b></p> <ol style="list-style-type: none"> <li>Both deductions to be made if two penalties are awarded.</li> <li>The negative marks will be deducted from the maximum admissible 20 merit points.</li> </ol>	Punishment awarded during the period of prescribed tenure	Major penalty under Rule-4(b)	Minor penalty under Rule-4(a)	1 case	1	0.5	2 cases	2	1	3 cases	4	2	4 cases	5	2.5	5 & above cases.	7	3.5
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1 case	1	0.5																				
2 cases	2	1																				
3 cases	4	2																				
4 cases	5	2.5																				
5 & above cases.	7	3.5																				

(d) The employees who are having 80 % or more disabilities shall be given their choice of posting.

#### 6. Procedure to be adopted:

- Head of Department shall seek preferences for choice of stations in a Sub Division / Division/ Circle from the eligible employees for transfers. The transfer exercise shall be carried out only through approved web based application.
- The option once exercised and confirmed by the employees shall be final and cannot be changed.
- Any Assistant Engineer/ Assistant Executive Engineer, who is due for superannuation within one year or less service shall not be eligible to participate in the transfer drive unless he / she so desires.
- Merit criteria for allotment of station will be as per para 5 above.
- All transfers shall be implemented within 7 days of their issuance. The Treasury Officers concerned shall not draw the salary of the Assistant Engineer/ Assistant Executive Engineer, who has not complied with the orders.
- The Assistant Engineer/ Assistant Executive Engineer aggrieved with the transfer process can represent to the department after joining at the new place of posting, within 15 days of issuance of orders, on a grievance redressal forum to be provided by the department for this purpose. Their representation shall be considered in accordance with the policy and appropriate decision shall be conveyed to him as deemed fit. Further a Committee headed by the Deputy Commissioner and comprising of CMO and

- Superintending Engineer of concerned Circle may recommend deputation / temporary transfer of an employee after the transfer drive, on the basis of genuine and compelling reasons. The Committee will scrutinize such cases and send their recommendation to the Government which will be dealt under relaxation clause of the Transfer policy.
- (vii) Online general transfer due to completion of prescribed tenure of 5 years or more in a Sub Division at a place of choice or otherwise shall be treated as 'transfer in public interest' and in such case the joining time and composite transfer grant shall be admissible as provided in Haryana Civil Services Rules, 2016.
- (7) **Bar against canvassing:** No Assistant Engineer/ Assistant Executive Engineer shall canvass for his/ her case except through a representation to the Head of Department or to higher authorities in Haryana, as per this policy. All other individual representation 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 appointment:-** Any Assistant Engineer/ Assistant Executive Engineer taken in a cadre through direct appointment/ promotion/repatriation shall be posted in the zone of eligibility and availability.
- (9) **Opportunity of option to certain categories:-**
- (1) The following categories of Assistant Engineer/ Assistant Executive Engineer will not be transferred unless they desire to participate in the transfer drive:-
- (a) Assistant Engineer/ Assistant Executive Engineer having 12 months or less in retirement on the date of next transfer drive;
- (b) Unmarried female employees upon marriage;
- (c) Married female employees upon divorce; or
- (d) widow or widower employees on the death of spouse;
- (2) The newly married or recently divorced female employee shall be given preferred place of posting against vacancy upon request after the transfer drive. 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) **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 shall be the competent authority to clarify such doubt or to remove such difficulty by issuing a reasoned order to this effect.
- (11) **Power to relax:-** Notwithstanding anything contained in the policy, the Administrative Secretary, Public Health Engineer Department, Haryana with the prior approval of the Chief Minister, Haryana, shall be competent to transfer any Assistant Engineer/ Assistant Executive to any place in relaxation of any or all of the above provisions after recording reasons justifying such relaxation.

DEVENDER SINGH,  
Additional Chief Secretary to Government Haryana,  
Public Health Engineering Department.

**Annexure-I for the post of Assistant Engineers/ Assistant Executive Engineers**

<b>Sr. No</b>	<b>Zone</b>	<b>Name of Division</b>	<b>Name of Sub Division</b>
1.	Ambala	1. PHED-Ambala	1. Sub Division No.2, Ambala Cantt. 2. Sub Division No.4, Ambala Cantt. 3. Sub Division No.1, Ambala City
		2. PHED-Ambala City	4. Sub Division No.3, Ambala City 5. Sub Division No.5, Ambala City 6. Sub Division No.6, Ambala City
		3. PHED- Naraingarh	7. Sub Division No.1, Naraingarh 8. Sub Division No.2, Naraingarh 9. Sub Division, Sadaura
		4. PHED-Panchkula	10. Sub Division No.1, Panchkula 11. Sub Division No.1, Pinjore 12. Sub Division, Kalka 13. Sub Division, Raipur Rani
		5. PHED-1, Yamuna Nagar	14. Sub Division No.1, Jagadhari 15. Sub Division No.2, Jagadhari 16. Sub Division, Chhachhrouli
		6. PHED-2, Yamuna Nagar	17. Sub Division No.1, Y/Nagar 18. Sub Division No.2, Y/Nagar 19. Sub Division No.3, Y/Nagar 20. Sub Division, Radaur
2.	Bhiwani	1. PHED-1, Bhiwani	21. Sub Division No.3, Bhiwani 22. Sub Division No. 6, Bhiwani
		2. PHED-2, Bhiwani	23. Sub Division No.2, Bhiwani 24. Sub Division No.4, Bhiwani 25. Sub Division (D&P), Bhiwani
		3. PHED-Ch/Dadri	26. Sub Division No.1, Ch/Dadri 27. Sub Division No.2, Ch/Dadri 28. Sub Division, Bhadra 29. Sub Division, Jhojhu Kalan
		4. PHED-Tosham	30. Sub Division, Tosham 31. Sub Division, Bawani Khera 32. Sub Division, Kairu
		5. PHED-Siwani	33. Sub Division No.1, Siwani 34. Sub Division No.2, Siwani 35. Sub Division (P&I), Behal 36. Sub Division No.1, Loharu 37. Sub Division No.2, Loharu

3.	Gurugram	1.	PHED- Gurugram	38. Sub Division No.1, Gurugram 39. Sub Division No.3, Gurugram 40. Sub Division, Hry. Bhawan, Delhi 41. Sub Division, Farrukh Nagar
		2.	PHED-Faridabad	42. Sub Division No.1, Faridabad 43. Sub Division No.2, Faridabad 44. Sub Division No.4, Faridabad
		3.	PHED-Sohna	45. Sub Division, Sohna 46. Sub Division No.4, Gurugram 47. Sub Division, Pataudi
4.	Hisar	1.	PHED-1, Hisar	48. Sub Division No.4, Hisar 49. Sub Division No.5, Hisar 50. Sub Division, Adampur
		2.	PHED-2, Hisar	51. Sub Division No.1, Hisar 52. Sub Division No.7, Hisar 53. Sub Division, Barwala
		3.	PHED-3, Hisar	54. Sub Division No.2, Hisar 55. Sub Division No.3, Hisar
		4.	PHED-Hansi	56. Sub Division No.1, Hansi 57. Sub Division No.2, Hansi 58. Sub Division No.4, Hansi 59. Sub Division, Narnaund
5.	Jhajjar	1.	PHED-1, Jhajjar	60. Sub Division No.2, Jhajjar 61. Sub Division No.1, Beri 62. Sub Division No.2, Beri
		2.	PHED-2, Jhajjar	63. Sub Division No.1, Jhajjar 64. Sub Division No.3, Jhajjar 65. Sub Division No.4, Jhajjar
		3.	PHED-3, Jhajjar	66. Sub Division No.5, Jhajjar 67. Sub Division, Badli
		4.	PHED-Bahadurgarh	68. Sub Division No.1, Bahadurgarh 69. Sub Division No.2, Bahadurgarh 70. Sub Division No.3, Bahadurgarh
6.	Jind	1.	PHED-1, Jind	71. Sub Division No.1, Jind 72. Sub Division No.2, Jind
		2.	PHED-2, Jind	73. Sub Division, Julana 74. Sub Division, Safidon
		3.	PHED-Narwana	75. Sub Division No.1, Narwana 76. Sub Division No.2, Narwana 77. Sub Division, Uchana



7.	Kaithal	1.	PHED-1, Kaithal	78. Sub Division No.1, Kaithal 79. Sub Division No.2, Kaithal 80. Sub Division, Pundri
		2.	PHED-2, Kaithal	81. Sub Division No.4, Kaithal 82. Sub Division, Guhla Cheeka 83. Sub Division, Kalayat
		3.	PHED-Kurukshetra	84. Sub Division No.1, Kurukshetra 85. Sub Division No.4, Kurukshetra 86. Sub Division, Ladwa 87. Sub Division, Pehowa 88. Sub Division, Shahabad
8.	Karnal	1.	PHED-1, Karnal	89. Sub Division No.4, Karnal 90. Sub Division No.2, Karnal 91. Sub Division, Assandh 92. Sub Division, Nilokheri
		2.	PHED-2, Karnal	93. Sub Division No.1, Karnal 94. Sub Division, Indri 95. Sub Division, Gharaunda
		3.	PHED-1, Panipat	96. Sub Division No.1, Panipat 97. Sub Division No.2, Panipat 98. Sub Division No.4, Panipat
		4.	PHED-2, Panipat	99. Sub Division No.3, Panipat 100. Sub Division No.5, Panipat 101. 100.Sub Division, Samalkha
9.	Narnaul	1.	PHED-1, Narnaul	102. Sub Division No.1, Narnaul 103. Sub Division No.2, Narnaul 104. Sub Division No.3, Narnaul
		2.	PHED-2, Narnaul	105. Sub Division No.4, Narnaul
		3.	PHED-3, Narnaul (Ateli)	106. Sub Division, Ateli 107. Sub Division, Kanina
		4.	PHED-Mohindergarh	108. Sub Division No.1, Mohindergarh 109. Sub Division No.2, Mohindergarh 110. Sub Division No.4, Mohindergarh
10	Palwal	1.	PHED-1, Nuh	111. Sub Division No.2, Nuh 112. Sub Division No.1, F/Zarikha 113. Sub Division, Tauru
		2.	PHED-1, Palwal	114. Sub Division No.3, Palwal 115. Sub Division No.5, Palwal
		3.	PHED-2, Palwal	116. Sub Division No.2 (GWI), Palwal 117. Sub Division No.4, Palwal 118. Sub Division, Hathin

		4.	PHED-3, Palwal	119. Sub Division No.1, Palwal 120. Sub Division No.2, Palwal 121. Sub Division, Hodel
		5.	PHED-Punhana	122. Sub Division No.1, Punhana 123. Sub Division No.2, Punahna 124. Sub Division No.1, Nuh
11	Rewari	1.	PHED-Bawal	125. Sub Division No.1, Bawal 126. Sub Division No.2, Bawal 127. Sub Division, Dharuhera
		2.	PHED-Kosli	128. Sub Division No.1, Kosli 129. Sub Division No.2, Kosli
		3.	PHED-1, Rewari	130. Sub Division No.1, Rewari 131. Sub Division No.2, Rewari 132. Sub Division No.3, Rewari 133. Sub Division No.4, Rewari
12	Rohtak	1.	PHED-1, Rohtak	134. Sub Division No.3, Rohtak 135. Sub Division No.4, Rohtak 136. Sub Division No.5, Rohtak 137. Sub Division No.7, Rohtak
		2.	PHED-2, Rohtak	138. Sub Division No. 2, Rohtak 139. Sub Division, Meham 140. Sub Division, Sampla
		3.	PHED-3, Rohtak	141. Sub Division (Hort.), Rohtak 142. Sub Division No. 6, Rohtak 143. Sub Division No. 9, Rohtak
13	Sirsa	1.	PHED-1, Sirsa	144. Sub Division No. 6, Sirsa 145. Sub Division No. 2, Sirsa 146. Sub Division, Ellenabad
		2.	PHED-2, Sirsa	147. Sub Division No. 4, Sirsa 148. Sub Division No. 5, Sirsa 149. Sub Division No. 3, Sirsa
		3.	Mandi Dabawali	150. Sub Division No.1, Dabwali 151. Sub Division No.2, Dabwali 152. Sub Division, Kalanwali
		4.	PHED-Fatehabad	153. Sub Division No. 2, Fatehabad 154. Sub Division No. 3, Fatehabad
		5.	PHED-Tohana	155. Sub Division No. 1, Tohana 156. Sub Division No. 2, Tohana 157. Sub Division, Ratia

14	Sonipat	1.	PHED-2, Sonipat	158. Sub Division No. 1, Sonipat 159. Sub Division No. 5, Sonipat 160. Sub Division No. 7, Sonipat 161. Sub Division No. 1, Ganaur 162. Sub Division No. 2, Ganaur
		2.	PHED (D&P) –Sonipat	163. Sub Division D&P, Sonipat 164. Sub Division No. 4, Sonipat 165. Sub Division, Kharkhoda
		3.	PHED-1, Gohana	166. Sub Division No. 2, Gohana 167. Sub Division No. 3, Gohana
15	O/o EIC, PHED, Head Office, Panchkula			168. Programme 169. Coordination 170. Vigilance 171. Urban 172. Works 173. Material Management
16	Anywhere in the State.			

**Note.—** The posts of Assistant Engineers/ Assistant Executive Engineers in a Zone may increase or decrease in case of creation or abolition of offices/ posts by the Government.