(Draft Policy)

General Transfer Policy for Junior Engineers (Civil)/Additional Sub Divisional Engineer (ASDE) (Civil) in Public Health Engineering Department.

1. **Vision:** To ensure equitable, demand based distribution / posting of Junior Engineers to protect public interest and effect transparency.

2. **Definitions:** In this policy, unless the context requires otherwise:
   (i) "Service" means a service in which a Junior Engineer (Civil)/ Additional Sub Divisional Engineer (Civil) is working on regular basis, on promotion from field staff whether on regular basis or Current duty Charge or Look After Charge or after reversion from Sub divisional Engineer (Current Duty Charge) or Sub Divisional Engineer (Look After Charge) or on return from deputation.
   (ii) Reference to "he" includes "she" too.
   (iii) Department means "Public Health Engineering Department, Haryana."
   (iv) Junior Engineer means "a member of the service as defined at (i) above.

3. **Main features:**
   (i) Junior Engineers who are members of State Cadre are liable to be transferred anywhere in the State, at any point of time as per provisions of this policy.
   (ii) This transfer Policy shall be applicable from the date of its publication.

4. **Basic Principles:**
   (i) The option once availed and confirmed shall be final and can be changed only under the provisions of this policy. Unless protected under a provision of this policy, every Junior Engineer completing 5 years of stay/tenure in a particular zone has to be compulsorily shifted to another zone.
   (ii) In case, any Junior Engineer having completed 5 years of stay in a particular Zone do not submit his preference to the zone as describe at Sr. No.5 of this policy then he is liable to be posted anywhere as per the vacancy. Once posted at one station, he will not be allowed to submit his option for 3 years and will be transferred as per provisions of policy thereafter.
   (iii) Any Junior Engineer who has completed 5 years of stay in a particular zone cannot opt for his transfer within the same zone. This option will not be available for him.
   (iv) The posting of the Junior Engineer, in a particular zone on his transfer, will be effected on the basis of the number of vacancies in a particular Division/ Sub Division. The Junior Engineer will not have any choice to opt for posting on transfer in a particular Division/ Sub Division of the zone.
   (v) The vacancies in a Division / Sub Division will be filled up on the basis of number of vacancies. The number of vacancies (actual or deemed) in the Divisions within the same zone will be arranged from highest to lowest. The Division having highest vacancy will be filled up first and the Divisions with lowest vacancies will be filled up in the last.

(vi) The Junior Engineers having 12 months or less in retirement shall not be transferred, if they are not willing to participate in transfer derive.

(vii) Minimum stay for seeking transfer shall be three years after which he can participate in derive but option for transfer within the same zone will not be available for him.

(viii) Junior Engineers declared surplus from a zone/Division/Sub Division as part of the rationalization of posts shall compulsorily participate in the transfer derive. In case of their non –participation in transfer derive from any reason their salary from such posts shall be stopped and the department shall be at liberty to post them at any station across the state in the Zone/Division/Sub Division having high deficiency of Junior Engineers.

(ix) The transfer exercise shall be carried out only through approved web based application.

(x) The Junior Engineers transferred on administrative grounds of misconduct will not be transferred back to the same zone where from they were transferred on such grounds.

(xi) Within 15 days of issuance of orders, the Junior Engineers aggrieved with the transfer process can represent to the department after joining at new place of posting. Their representation shall be considered in accordance with the policy and appropriate decision shall be conveyed to him as deemed fit.

(xii) In the event of tie among the same category of employees, preference will be given to a female Junior Engineer over male Junior Engineer.

(xiii) In the event of tie among the Junior Engineers when both are male or female, the preference will be given to the employee with disability or couple case.

(xiv) No request for mutual transfer will be considered.

5. **Zoning of Department:** The field offices of Public Health Engineering Department have been broadly classified into zones for the purpose of transfer of JEs. Each revenue district in Haryana will be considered as a separate Zone. At present, there are 22 districts; namely Ambala, Panchkula, Yamuna Nagar, Kaithal, Kurukshetra, Karnal, Panipat, Rohtak, Jhajjar, Sonepat, CharkhiDadri, Bhiwani, Hisar, Sirsa, Fatehabad, Jind, Gurugram, Faridabad, Palwal, Mewat (at Nuh), Rewari, Mohindergarh(at Narnaul).Jurisdiction of a particular Zone will be offices located in the respective revenue district. **Annexure-A.**

6. **Procedures**:- It will involve following procedures:

(i) Preparation of provisional actual vacancy list and deemed vacancy list.
(ii) Rationalization of posts.
(iii) Notification of list of vacancies to be filled/blocked.
(iv) Seeking preferences for choice of zones.
(v) Processing the list as per choice of zones.
(vi) Generation of transfer orders.

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

7. **Time Schedule:**

(i) Periodicity of the transfers: General Transfers will be made only once in a year, or as specifically notified by the Government for a given year. However, transfer/posting necessitated by promotions/ directs

recruitments, posts needed to be filled up in public interest, can be made anytime. Further, the transfer of Junior Engineer spouses of employees of Departments/ Organizations of Government of Haryana or Central Government can also be made on requests at any time.

(ii) The following time schedule shall be followed, so far as feasible, for various activities every year:

a) Opening/ shifting of new Public Health Engineering DepartmentSub Division/Division shall take effect generally in April of succeeding year or as per requirement. But the posts in respect of such new/shifted Haryana Public Health Engineering Department Division offices shall be accounted for during opening / shifting.

b) Transfer orders will be issued in the months of April every year.

c) Qualifying date for actual vacancies, deemed vacancies, weightage/merit points calculation, court of stay shall be 31st March of the year under consideration.

d) The transfer process will start in the month of December and will be completed by end of March each year as per the following scheduled:-

i) Decision about opening of new subordinate offices, rationalization of staff shall be done from 1st January to 31st January every year.

ii) The actual vacancies and deemed vacancies will be notified from 1st February to 28th February.

iii) The eligible employees will submit their choice of station online from 1st March to 15th March.

iv) Transfer orders will be generated and issued from 1st April to 15th April.

v) The orders will be effective from 1st May.

The above schedule may be separately notified by the Govt. at the start of the policy or during any year as per the requirement, otherwise the schedule given above will be followed.

8. **Merit criteria for allotment of posts in a Zone:**

(i) Decision of allotment to a vacancy shall be based on the total composite score of points earned by a Junior Engineer, out of points earned against a) age, b) Second set of merits point, c) other points as described below. The Junior Engineer earning highest points shall be entitled to be transferred against a particular vacancy in the zone as per his option.

(ii) Age shall be the **prime factor** for deciding the claim of the Junior Engineers against a vacancy since it shall have weight age of 60 points.

(iii) However, to take care of categories like women, women headed households, widows, widowers, differently abled persons and serious ailment, a privilege of maximum 20 points can be availed by the Junior

Engineers of these categories (hereinafter to be referred as atb) The second set of merit points).

The division of points shall be as given in para 8 a), 8 b) and 8 c) below:

a) Age:

Sr. No.	Major Factor	Sub-Factor	Max. Points	Criteria for Calculation
1	Age (Present date minus Date of birth)	Eldest person shall get maximum points	60	Age in number of days/365 (maximum four decimal points only)

b) 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	5	05 points shall be given to all female Junior Engineers
2	Special Category female Junior Engineers	Widows/divorced/legally separated/unmarried female employees Junior Engineer more than 40 years of age/ wife of serving Military personal/ Paramilitary personal working outside the State	5	All female of this category shall be given 5 marks only
3	Special Category male Junior 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 marriage, 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"	Self, Spouse or unmarried children	10 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 or Duly Constituted Medical Board only or any other institute authorized by the Govt. from time to time.
6	Differently abled or mentally challenged children	Men/Women having mentally challenged or 100% differently abled child	10	Men/Women Junior Engineers having mentally challenged or 100% differently abled children shall be provided maximum 10 points.

C) Others Points

<table>
<tr><td>1.</td><td>Couple case</td><td>Male/Female spouse</td><td>5</td><td>Employees' spouses working in state Govt., center Govt., PSUs created under acts or rules.</td></tr>
<tr><td>2.</td><td>Earning performance</td><td>An employee earning good performance through ACR of last one year. Any ACR during the last 3 years, if last ACR not available.</td><td>5</td><td>Grading of ACR
Outstanding =5
Very good =2
Others =0</td></tr>
<tr><td>3.</td><td>Negative performance</td><td>An employee awarded with punishment during the period under :
i) rule-4(a)
ii) rule-4(b).</td><td>(-) 7
(-) 3.5</td><td>Deduction of points:
Under Rule
<table>
<tr><td>Punishment awarded</td><td>4(a)</td><td>4(b)</td></tr>
<tr><td>1st</td><td>1</td><td>0.5</td></tr>
<tr><td>2nd</td><td>2</td><td>1</td></tr>
<tr><td>3rd</td><td>4</td><td>2</td></tr>
<tr><td>4th</td><td>5</td><td>2.5</td></tr>
<tr><td>5th& above</td><td>7</td><td>3.5</td></tr>
</table>
Both reductions to be made if punished under both.</td></tr>
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Note:

(i) Only notified diseases shall be considered for merit points under the category of "Diseases of Debilitating Disorders" by the competent authority or Health Department, Haryana.

(ii) Junior Engineers suffering from

a) 100% locomotor (Ortho) disability for any reason; or
b) currently suffering from cancer; or
c) having undergone bye-pass heart surgery: or
d) kidney transplant; or
e) currently undergoing dialysis;

shall be assigned 80 points (60 for age factor and 20 for special points factor) if they are willing to participate in a transfer derive. Otherwise, they shall not be transferred, if they are not willing to participate in a transfer derive. However, the certificate of cancer should not be more than six months old. Further, there will not be any bar to opt any Zone/ Divisions/Sub Divisions for these categories of Junior Engineers.

(iii) Unmarried female Junior Engineers upon marriage married female Junior Engineers upon divorce or death of spouse can, on request, be permitted to participate in the next transfer drive after the event.

(iv) There shall be separate zone of choice known as "Anywhere in the State". The Junior Engineers opting for this special optional zone shall not be eligible to give preferences of zone. The Junior Engineers of this category shall be utilized by the department in the Divisions / zones having high deficiency of Junior Engineers in any Zone/Division.

9. **Definition of vacant posts:**

(i) There shall be two types of vacancies as under:

A) **Actual Vacancy:** A post not occupied by any Junior Engineer whether serving in regular capacity or by a temporarily employed.

B) **Deemed Vacancy:**

a) Involuntary deemed vacancy: A post held by a Junior Engineer previously or presently in the Zone/Division/Sub-Division/Head Office in department in any capacity for a period of five years or more on the qualifying date in present zone of posting: or

A post occupied by a Junior Engineer given temporary manual posting due to non-availability of online transfer derive or technical problems or compulsions of administrative or litigational nature. However, it will not include the posts occupied by Junior Engineers who become duly posted as an outcome of the grievance redressal mechanism of a general transfer derive.

b) Voluntary deemed vacancy: A post occupied by such Junior Engineer who has been adjudged eligible and allowed to participate in general transfer derive, even if, he is not eligible otherwise on the minimum tenure criteria.

(ii) Some vacancies of Junior Engineers may remain unfilled at any given point of time due to shortage of Junior Engineers in the department. To avoid disproportionate concentration of Junior Engineers in some Divisions/Sub-Divisions/Zone, the department may block some actual vacant posts to be kept vacant in the transfer derive. The gap in sanctioned strength and actual number of JEs available will be evenly distributed over various divisions / zones to block the vacancies.

10. **Incentive for serving on the choice of "Anywhere in State":** If a JEs opts for 'anywhere in the State' and is thereafter posted in Division/Sub Division against a vacancy for which no Junior Engineer has opted, he/she will be paid additional 10% of the Basic Pay + D.A. during the said posting for a period of 5 years as special pay.

11. **Power of relaxation:** Notwithstanding anything contained in the policy, the Administrative Secretary, Public Health Engineering Departmentwith the prior approval of the Chief Minister, Haryana, shall be competent to transfer any Junior Engineer to any place in relaxation of any or all of the above provisions after recording reasons justifying such relaxation.

12 **No TA/DA** will be given, if the transfer is done on the request of the employee himself by giving relaxation of the transfer policy and he is given a posting of his choice.

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

14. **Bar against canvassing:** No Junior Engineer shall canvass for his case and bring any outside influence.

Annexure-A

Sr. No.	Name of Zone	Under Cover Circle/Division
1.	Ambala	1.PHED-Ambala Cantt. 2.PHED-Ambala City 3.PHED-Naraingarh
2.	Panchkula	1.Head Quarter / O/o EIC. PHED. 2.PHED-Panchkula
3.	Yamuna Nagar	1.PHED-1, Yamuna Nagar 2.PHED-2, Yamuna Nagar
4	Kaithal	1.PHED-1, Kaithal 2.PHED-2, Kaithal
5	Kurukshetra	1.PHED-Kurukshetra
6	Karnal	1.PHED-1, Karnal 2.PHED-2, Karnal
7	Panipat	1.PHED-1, Panipat 2.PHED-2, Panipat
8	Rohtak	1.PHED-1, Rohtak 2.PHED-2, Rohtak 3.PHED-3, Rohtak
9	Jhajjar	1.PHED-1, Jhajjar 2.PHED-2, Jhajjar 3.PHED-3, Jhajjar 4.PHED-Bahadurgarh
10	Sonepat	1.PHED-2, Sonipat 2.PHE(D&P) Division, Sonipat 3.PHED-1, Gohana
11	Bhiwani	1. PHED-1, Bhiwani 2.PHED-2, Bhiwani 3.PHED-Siwani 4.PHED-Tosham
12	CharkhiDadri	PHED-CharkhiDadri
13	Hisar	1.PHED-1, Hisar 2.PHED-2, Hisar 3.PHED-3, Hisar 4.PHED-Hansi
14	Sirsa	1.PHED-1, Sirsa 2.PHED-2, Sirsa 3.PHED-3, Sirsa
15	Fatehabad	4.PHED-Tohana 5.PHED-Fatehabad
16	Jind	1.PHED-1, Jind 2.PHED-2, Jind 3.PHED-Narwana
17	Gurguram	1.PHED-Gurugram (including Delhi) 2.PHED-Sohna
18	Faridabad	PHED-1, Faridabad
19	Palwal	1.PHED-1, Palwal 2.PHED-2, Palwal 3.PHED-3, Palwal
20	Mewat at Nuh	4.PHED-1, Nuh 5.PHED-Punhana

21	Rewari	1.PHED-1, Rewari 2.PHED-Bawal 3.PHED-Kosli
22	Mahindergarh at Narnaul	1.PHED-1, Narnaul 2.PHED-2, Narnaul 3.PHED-3, Narnaul 4.PHED-Mohindergarh
23	Anywhere in the State	---

Note- 1. The Junior Engineer who submit the option only for "anywhere in theState"will be eligible for incentive as mentioned at clause-10 of said policy. No incentive will be given if any Zone is opted by the Junior Engineer.

2. The Zones may increase or decrease in case of creation of new revenue district or abolition of any revenue district by the Government.