

Dated : 25 / 09 / 2014

OFFICE MEMORANDUM

Sub : Transfer Policy Guidelines for Government Officers / Officials (other than Principals / Head Masters / Teachers)

Ref : Office Memorandum No.2/16/92-GA/416 dated 26-06-1996

In supersession to the Office Memorandum referred to above, the following guidelines are hereby issued for transfer of Government Servant (other than Principals / Head Masters / Teachers) in the UT of Daman & Diu.

1. **Norms for Transfers :** All Government Servants are liable to be transferred from one office to another on completion of normal tenure as tabulated below :

Normal Tenure	
For transfer within the same district (intra-district)	For transfer from one district to another district (inter-district)
3 years	5 years
3 years	5 years

2. **The Competent Authority** for transfer shall be as below :

Category	Competent Authority
All Officers / Officials in the rank of Heads of Office and above	Administrator
Officers / Officials (other than common cadre posts) below the rank of Heads of Office	Concerned Secretary
Officers / Officials of Common Cadre	Development Commissioner

3. No Government Servant shall ordinarily be allowed to serve a second term in the same office / Department.
4. While making transfer of Government Servant who have completed their tenure as on 31st March, special care shall be taken to ensure that a Government Servant working in sensitive department (refer **Annexure**) shall be transferred to non-sensitive department.
5. Inter-district transfers shall be made as per a seniority list based upon the duration of actual tenure in a district.

Cont..2/-

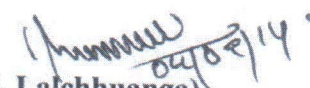
6. Request for mutual transfer may be considered subject to administrative convenience in public interest. Both Government servants shall apply for such mutual transfer in writing, giving their consent and indicating the reasons for such a request. No TA / DA will be admissible in such case. However, no mutual transfer request will be entertained in case of Government Servant requesting to return to the same office where he / she has been previously working or before completion of tenure period of minimum three years.
7. All transfer / posting orders shall ordinarily be issued in the month of April / May every year, indicating the date of relieving and consequential movement of the other officers / officials.
8. Transfer on account of promotion / vacancy / administrative exigency may be done at any time of the financial year with the prior approval of Competent Authority.
9. Transfer of Husband & Wife, when both happen to be Government Servants, may as far as possible, be effected to the same station. Consideration may be shown by issuing transfer orders earlier than due with a relaxation of upto one year in such cases.
10. Subject to administrative convenience, Government Servants retiring on superannuation within one year, will ordinarily be exempted from transfer. Subject to the availability of vacancy, the Government Servant may be posted in Daman / Diu as per his / her choice.
11. A Government Servant who is due for inter-district transfer as per this policy, may not be transferred, if his / her child is studying in Class 12th and due to appear in the Board examination during next March / April, subject to a written request having been received in advance, and subject further to a written undertaking to be furnished that he shall move to the other district in the next annual transfer.
12. The Government Servant from Diu District to Daman shall ordinarily move first and relieve those stationed at Daman to enable them to report to Diu.
13. Transfer order once issued will not be cancelled, except on extreme compassionate or administrative ground, with the prior approval of Hon'ble Administrator.
14. After issue of transfer order, request for leave of any kind would invariably be considered only by the Head of Office to which he / she has been transferred.
15. If the officer / official does not join within 15 days of his / her transfer, he / she would be deemed 'stand relieved' and his / her salary would be stopped unless he / she joins the new place of posting.
16. Medical certificate furnished by an officer / official in order to seek his / her transfer or cancellation of transfer, on medical grounds would be placed in his APAR dossier and a note to that effect will be made in the column relating to State of Health in the APAR of the relevant period.

Cont..3/-

17. Transfer orders once issued after due consideration will be strictly enforced. Disciplinary action may be initiated against those officer / official who bring extraneous pressures for cancellation of the transfer orders. Moreover, in each case, a record shall be kept in the APAR dossier of the officer / official concerned to this effect.
18. No deviation from this transfer policy is permissible except on sufficient grounds and in public interest with the prior approval of Hon'ble Administrator.
19. The transfer of Government School Teachers / Head Masters and Principal will be governed as per the transfer policy guidelines issued vide Office Memorandum No.DS/SEC-EDN/Policy guidelines/2013-14/139 dated May 14, 2014.

**By Order and in the name of the
Administrator of Daman & Diu**

Encl : As above


(P. Lalchhuanga)
Special Secretary (Pers.)

To

1. The Staff Officer to Administrator, Secretariat, Daman.
2. The Development Commissioner, Secretariat, Daman.
3. The Finance Secretary, Secretariat, Daman.
4. The Inspector General of Police, Daman.
5. The Chief Conservator of Forest, Daman.
6. The Secretary (Education), Secretariat, Daman.
7. The Collector, Daman / Diu.
8. All Heads of Office, Daman / Diu.
9. The SIO, NIC, Daman for uploading in Daman Website.
10. Office copy / Guard file

ANNEXURE

Sr. No.	Sensitive Departments
1	Block Development Office
2	Chief Inspector of Factories & Boilers
3	Civil Registrar-cum-Sub-Registrar
4	Collectorate
5	District Industries Centre,
6	Enquiry Office, City Survey
7	Excise Department
8	Labour & Employment
9	Mamlatdar
10	Municipalities
11	Police Department
12	Transport Department
13	VAT Department

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04/09/14
(P. Lalchhuanga)
Special Secretary (Pers.)