

U.T. Administration of Dadra & Nagar Haveli and Daman & Diu,
Department of Personnel & Administrative Reforms,
Secretariat, Daman.

No. 2/16/92-GA/2021/ 1570

Dated : 03/12/2021.

OFFICE MEMORANDUM

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

Ref:- 1. Office Memorandum No.2/16/92-GA/1344 dated 25/09/2014
2. Office Memorandum No.1-12(B-106)/2014-ADM/758 dated 17/09/2014

In supersession to the Office Memorandum referred to above, the following guidelines are hereby issued for transfer of Government Servants (other than Principal/Head Masters/Teachers) in the U.T. of Dadra & Nagar Haveli and Daman & Diu.

1. **Norms for Transfers:** All Government Servants are liable to be transferred from one office to another in the same district on completion of normal tenure of 3 years. Inter-district transfer can be made amongst all the 3 districts of the UT i.e. Dadra & Nagar Haveli, Daman or Diu as per administrative requirement on completion of 5 years in the district.
2. The Competent Authority for transfer shall be as below;

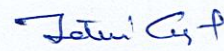
Category	Competent Authority
All Officers/Officials in the rank of Heads of Office and above.	Administrator
Officer/Officials (other than common cadre posts) below the rank of Heads of Office.	Concerned Secretary
Officers/Officials of Common Cadre	Advisor to the Administrator

3. 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.
4. Request for mutual transfer may be considered subject to administrative convenience and public interest only. 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 cases. 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 of minimum three years.

5. 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. However, 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.
6. When both Husband & Wife are Government Servants, they may be posted at the same station as far as possible. Consideration may be shown by issuing transfer orders earlier than due, with a relaxation of upto 6 months in such cases.
7. 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 DNH/Daman/Diu as per his/her choice.
8. 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 a written undertaking to be furnished that he shall move to the other district in the next annual transfer.
9. Transfer order issued will not be cancelled, except on extreme compassionate or administrative grounds, with the prior approval of the Competent Authority.
10. After the issue of transfer order, any request for leave of any kind would invariably be considered only by the Head of Office to which he / she has been transferred.
11. If the officer/officials 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.
12. The official/officer transferred to new place should join in new place of posting immediately, after availing due joining time as provided under CCS (Joining Time) Rules. No official shall continue on previous posting, on the ground that he/she has given a representation for re-consideration of transfer. In case of not joining at new place of posting, the intervening period may be treated as 'dies non' with break in service, as decided by competent authority.
13. Medical Certificate furnished by an officer/officials 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.

14. Transfer orders once issued after due consideration will be strictly enforced. Disciplinary action may be initiated against those officer/officials 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/officials concerned to this effect.
15. No deviation from this transfer policy is permissible except on sufficient grounds and in public interest with the prior approval of the Competent Authority.
16. Notwithstanding, anything contained in this policy, UT Administration of Dadra & Nagar Haveli and Daman & Diu has the absolute right, if necessary, to transfer or post any officials to any District at any time on administrative grounds / in public interest.
17. The transfer of Government School Teachers/Head Masters and Principals will be governed as per the transfer policy guidelines issued by the Education Department, Dadra & Nagar Haveli and Daman & Diu.
18. This policy is being issued to bring in uniformity, transparency & fairness in matters relating to personnel management. However, the UT Administration of Dadra & Nagar Haveli and Daman & Diu reserves its right to change any provision of this policy at any time with the approval of the competent authority

By Order in the name of
Administrator of Dadra & Nagar Haveli
and Daman & Diu



(Jatin Goyal)
Director-cum-Deputy Secretary(Pers.II)

To,

1. The Advisor to the Administrator, Secretariat, Daman.
2. The Secretary(Health), Secretariat, Daman.
3. The Finance Secretary, Secretariat, Daman.
4. The Deputy Inspector General of Police, DNH and Daman & Diu, Daman.
5. The Chief Conservator of Forest, DNH and Daman & Diu, Daman.
6. The Secretary(Transport), Secretariat, Daman
7. The Secretary(Education), Secretariat, Daman
8. The Secretary(Power), Secretariat, Daman
9. The Secretary(Agriculture), Daman
10. The Collector, DNH/Daman/Diu.
11. The RDC, Khanvel, DNH.
12. The P.S. to Administrator, Secretariat, Daman.
13. All Heads of Office, DNH/Daman/Diu.
14. The SIO, NIC, Daman for uploading in the Website.
15. Office Copy/Guard file.

ANNEXURE

Sr. No.	Sensitive Department
1.	Block Development Officer
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.	GST/VAT Department
14.	Pollution Control Committee
15.	Public Works Department
16.	Electricity Department

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