

Government of West Bengal
Deptt. of Public Health Engineering
Cell-I.

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No.PHE-I/ 887 /2E-36/89 Dt.Cal., the 29th April,1989.

From : The Secretary to the Govt. of West Bengal.

To : 1. Shri S.B.Kundu,
Chief Engineer, Eastern & Northern Zones,
Public Health Engineering Directorate.
2. Shri A.B.Dutta
Chief Engineer, Western Zone,
Public Health Engineering Directorate.

Sub.: Transfer Policy :

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MEMORANDUM

In supersession of this Deptt.Memo.No.PHE/583/2E-36/89 dated 20th/23rd March,1989 the undersigned is directed by order of the Governor to say that the Governor has been pleased to lay down the following guidelines for observance by all appointing authority in the matter of posting and transfer of all ~~Group~~ Group B, Group C and Group D employees employed in the Public Health Engineering Directorate under the control of this Deptt. :-

- (i) Each employee shall be liable for transfer as a routine, after 5 years' service in a particular place;
- (ii) Not more than 12½% of the employees of a particular category of an institution, zone, circle or district shall be transferred each year to another institution, zone, circle or district;
- (iii) Posting/transfer of Group D employees should as far as practicable be made in such an institution or in such a place as may not involve any change of residence for the persons concerned or as may be nearest to the places of their residence. Ordinarily they should be given chance to serve in their home districts as far as practicable;
- (ix) Each person who has been due for routine transfer in accordance with the policy laid down in this order may give a choice of not more than five places for his transfer and if possible this transfer be made to any place of choice.
- ~~(x)~~ This clause will not, however, apply in cases of orders of transfers in 1989.
- (v) In case of persons exercising common place of choice, preference should be given to one with "longest stay" in the present place of posting.
- (vi) There shall be a list of "remote/difficult" stations, postings in which should ordinarily be given to persons who join their first appointments under the Govt., and such postings should not ordinarily be for more than three years;

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- (vii) In case of both husband and wife in Govt. employment transfer be so made that both can live in the same place;
- (viii) Elected Presidents, General Secretaries, Joint Secretaries and Treasurers of Staff Associations/Unions down to the Sub-Divisional level should not be transferred during their tenure of office;
- (ix) Deputation to foreign bodies should be reviewed every three years;
- (x) Inter-departmental transfer of Group 'D' staff within the same institution should be so made that a person may not have to serve in the same section for more than five years at a stretch;
- (xi) A Govt. servant going to retire within three years shall be retained/transferred to station or nearabout, as far as practicable where he intends to settle after retirement;
- (xii) Exceptions to the general principles of transfer can be made in the cases where transfer is necessary on the administrative ground. Decisions for transfer on administrative grounds should in all cases be vetted by the Head of the Department/Office himself;
- (xiii) Transfer orders should be so issued that the persons concerned may join in their new places of posting at the end of or in the beginning of an academic year;

2. Orders of transfer may sometimes affect specialised medical treatment of a member of a Govt. servant's family suffering from some disease. It may also interfere with a specialised course of study of a member of the Govt. servant's family. Persons aggrieved by orders of transfer on such grounds may represent their cases before a committee to be constituted for the purpose.

3. Necessary steps should be taken immediately for identifying "remote/difficult" stations for the purpose of para 1 (vi).

4. The Chief Engineers are requested to circulate the above guidelines to all concerned.



Secretary

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