

**HARYANA GOVERNMENT  
PRISONS DEPARTMENT**

**ONLINE TRANSFER POLICY, 2018 FOR WARDERS (MALE)**

**1. Vision**

To ensure equitable and demand-based distribution of Warders (Male) in a fair, impartial and transparent manner.

**2. Strength of Warders (Male)**

The sanctioned strength of Warders (Male) is 2368. As on 1.6.2018, 1917 posts of Warders (Male) are filled, whereas 451 posts are vacant.

**3. Definitions**

In this policy, unless the context requires otherwise,

Warders (Male) are herein referred to as 'employees'

**4. Main Features**

- (i) Whole Haryana is one cadre for Warders (Male) in Prisons Department.
- (ii) Employees are liable to be transferred anywhere in the State in any district, in public interest as per this Policy.
- (iii) No employee shall be posted to a Central Jail/ District Jail /Open Jail/ Observation Home etc. in his home district.
- (iv) If the employee has got his home district changed to another district, both these districts, shall be considered as his Home Districts.
- (v) In administrative exigency, to deal with necessities in emergent situation, the department shall post any employee at any post/ station across the State at any time with prior approval of Hon'ble Chief Minister, Haryana.
- (vi) In grave administrative exigency, arising out of misconduct, the department shall post any employee at any post / station across the State at any time with prior approval of Hon'ble Chief Minister, Haryana. The condition precedent to such transfer is registration of criminal case against the employee or initiation of major penalty departmental proceedings for the misconduct, before his transfer.
- (vii) In ordinary course, the total period of posting of an employee at a Central Jail/ District Jail/Open Jail/ Observation Home etc., located in a district, shall not exceed 05 years in continuation or on different occasions. However, an employee can be transferred back to a Central Jail/ District Jail /Open Jail/ Observation Home etc., located in a district, from where he was transferred, on completion of 05 years tenure or earlier due to any reasons, only after a gap of 5 years since the date of his transfer from that district.

- (viii) If any employee has been awarded major punishment or any criminal case registered against him during his posting at a particular jail, he shall be barred from posting at the same station for the next 10 years.
- (ix) Notwithstanding anything in this policy, an employee having 12 months or less service before retirement shall be given the posting of his choice except home district. An employee can claim benefit under this Para only once. Such an employee can participate in the transfer process as a special case even before completing 3 years at a station.
- (x) Subject to other conditions in this policy, an employee can participate in the transfer process on his own volition after completing three years of tenure at a post/ place. However, this condition will not be applicable in the transfers to be made under this policy in the year 2018.
- (xi) All eligible employees to participate in the transfer policy shall be asked to give minimum of 10 preferences in order of choice for place/ places of posting. An employee shall be given posting as per his preference and strictly as per the merit to be prepared as per this policy.
- (xii) Merit shall be prepared as per the criteria laid down herein after. Employees having major disability caused during service, employees having mentally challenged / 'divyang' child/children and spouse, couple case, employees suffering from "Diseases of Debilitating Disorder" shall be given extra consideration as per the Special Category Merit Criteria para 6(b) at Sr. No. 1 to 4.
- (xiii) Employees having been awarded Correctional Service Medal for Meritorious Service shall be given weightage as per the Special Category Merit Criteria para 6(b) at Sr. No. 5(a).
- (xiv) Employees having Outstanding Annual Confidential Report in the previous year shall be given weightage as per the Special Category Merit Criteria para 6(b) at Sr. No. 5(b).
- (xv) This Transfer Policy shall be applicable with immediate effect in the current year and as per the Time Schedule mentioned in Para 5 in the subsequent years.

## **5. Time Schedule**

- (i) Periodicity of the transfers: General transfers will be made only once in a year in the month of March, to be effective before 31<sup>st</sup> March or as notified by the government for a given year. However, transfer / posting necessitated by promotions / direct recruitments / superannuation/ misconduct can be made anytime to meet administrative exigencies, operational efficiency and suitability, as per this policy.
- (ii) Qualifying date for actual vacancies, deemed vacancies, weightage / merit point calculation, count of stay shall be 01<sup>st</sup> January of the calendar year of transfer or as notified by the government for a given year;
- (iii) Transfer process will start in the month of January and will be completed by March of each year. It will involve the following processes:
  - (a) Rationalization of posts.
  - (b) Computerization of relevant record of employees.
  - (c) Preparation of provisional actual vacancy list.

- (d) Seeking 'Yes / No' option for transfer from employees completing 3 years at one place of posting.
- (e) Preparation of deemed vacancy list.
- (f) Notification of list of vacancies to be filled/ blocked.
- (g) Seeking preferences for choice of stations.
- (h) Generation of transfer orders (by the end of March).

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

## 6. Merit Criteria for allotment of post

- (i) Merit for allotment of vacant post to an employee shall be based on the total composite score of points earned by the employee, out of 80 points as described below. The employee earning highest points shall be entitled to be transferred against a particular vacancy.
- (ii) Age shall be the prime factor for deciding the claim of an employee against a vacancy since it shall have weightage of 60 points, out of total points.
- (iii) To take care of special categories like employees having major disability caused during service, employees having mentally challenged / 'divyang' child/children and spouse, couple case, employees suffering from "Diseases of Debilitating Disorder", employees having been awarded Service Medal and employees having Outstanding Annual Confidential Report in the previous year (herein to be referred as Special Category), extra points shall be given as indicated in Para 6 (iii) (b).

### (a) Age

Sr. No.	Major Factor	Sub-Factor	Max. Points	Criteria for calculation
1.	Age (Present date i.e. (1 <sup>st</sup> 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) The second set of merit points will come from the **Special Category** enumerated hereinafter:

Sr. No.	Major Factor	Sub-Factor	Max. Points	Explanation
1.	Employees having disability caused during service.	Self	20	40% to 60% disability= 10 Marks. Above 60% to 80% disability=15 Marks. Above 80% to 100% disability=20 Marks. Employees having 100% disability will have overriding priority.

2.	Employees having “Diseases of Debilitating Disorder” As per the Haryana Government School Education Department Haryana, notification No. 1/72-2016-e.Gov. Cell dated 27.06.2016. (Annexure A)	Self Spouse/ 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.
3.	Employees having differently -abled/ divyang or mentally challenged child / children or spouse.	Spouse/ unmarried children	10	Employees having mentally challenged or 100% differently-abled child/ children or spouse shall be provided 10 points.
4.	Couple Case		05	Employee’s spouse working in State Government, Central Government, PSUs, created under Acts or Rules.
5. (a)	Employees having been awarded Service Medal.	Correctional Service Medal for Meritorious Service.	05	On the occasion of Republic Day or Independence Day.
(b)	Employees having Outstanding Annual Confidential Report in previous year.	Outstanding	02	No marks, if ACR not available for previous year.

**Note:-**

Employees claiming merit point under “Special Category” shall be entitled to maximum of 20 points only, depending upon the category such employees belong to.

**7. Definition of vacant posts:**

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

- a) Actual Vacancy: A post not occupied by any employee.
- b) Deemed Vacancy: (i) Involuntary deemed vacancy: A post held by an employee previously or presently for a period of five years or more on the qualifying date in present place of posting; or

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

- (ii) Voluntary deemed vacancy: A post occupied by such employee who has been adjudged eligible and allowed to participate in general transfer drive even if he is not eligible otherwise on the minimum tenure criteria.
- (iii) Some vacancies of employees remain unfilled at any given point of time due to shortage of employees in the department. To avoid disproportionate concentration of employees at a particular station, the department may block some actual vacant posts to be kept vacant in the transfer drive.

## **8. Procedure to be adopted**

- (i) Employees suffering from
  - a) 100% locomotor disability for any reasons; or
  - a) currently suffering from cancer; or
  - b) having undergone by-pass heart surgery; or
  - c) kidney transplant; or
  - d) currently undergone 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 drive. Otherwise, they shall not be transferred, if they are not willing to participate in a transfer drive. However, the certificate of cancer should not be more than six months old. Further, there will not be any bar to opt any place of posting except home district for these categories of employees.
- (ii) Director General of Prisons shall call for willingness from the eligible employees for transfer to at least 10 different Jails/ Observation Homes in order of preference. If an employee does not give his preference or does not get a posting as per his preference, then computer will allot the vacancy as per vacancy available to all those who have completed total of 05 years of posting at a particular jail (whether continuously or on different occasions except those posted after a gap of 05 years) as on 01<sup>st</sup> January of the calendar year in which transfers are being made. The employees will send preferences of stations where they had not remained posted for 05 years in the past (except those posted after a gap of 05 years). This whole process will be an online process.
- (iii) Employees having 12 months or less service before retirement shall not be transferred if they are not willing to participate in the transfer drive.
- (iv) Merit criteria for allotment of station will be as per Para 6 above.
- (v) The transfer exercise shall be carried out only through approved web-based application.
- (vi) All transfers shall be implemented within seven days of their issuance. The Treasury Officers concerned shall not draw the salary of the employees who have not complied with the orders.
- (vii) Within 10 days of issuance of orders, the employees aggrieved with the transfer process can represent to the department after joining at the new place of posting, subject to fulfillment of condition mentioned in Para 6. Their representation shall be considered in accordance with the policy and appropriate decision shall be conveyed to them as deemed fit.

- (viii) Employees, who have been transferred on their request will avail joining time only after joining at the new place of posting.

## **9. Clarification & Implementation**

In case of any doubt or difficulty in making out the true intention of the provisions of this policy, the Additional Chief Secretary to Government, Haryana, Jails Department shall be the competent authority to clarify such doubt or to remove such difficulty by issuing a reasoned order to this effect.

## **10. Bar against canvassing**

No employee shall canvass for his case except through a representation to the Director General of Prisons or to higher authorities in Haryana, as per this policy. All other individual representations 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 8 (vii).

