

HARYANA GOVERNMENT PRISONS DEPARTMENT

DRAFT ONLINE TRANSFER POLICY, 2018 FOR WARDERS (MALE)

As per discussion in the meeting regarding online transfer policy held under the chairmanship of Hon'ble Chief Minister, Haryana on 03.03.2018 at 10.30 AM in the Main Committee Room, Haryana Civil Secretariat, Chandigarh, the following Draft Online Transfer Policy for Warders (Male) in Prisons Department, Haryana has been approved in principle.

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 1.3.2018, 1947 posts of Warders (Male) are filled, whereas 420 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) 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.
- (iv) 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 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, may be transferred back to that district at a post only after a gap of 5 years since the date of his transfer from that district.
- (v) Notwithstanding anything in this policy, an employee having **24** months or less service before retirement shall be given the posting of his choice. 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.
- (vi) 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.
- (vii) 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.

(viii) 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 while preparing the merit.

(ix) Employees having Outstanding/Very good Annual Confidential Report in the previous year shall be given preference.

(x) 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 February, to be effective before 15th March. However, transfer / posting necessitated by promotions / direct recruitments / superannuation/ can be made anytime to meet administrative exigencies, operational efficiency and suitability, as per this policy.

(ii) Qualifying date for calculating number of vacancies, merit points and stay at a place of posting shall be 01st January of the calendar year in which the transfers are to be made.

(iii) Transfer process will start in the month of January and will be completed by 15th March of each year and it will include following processes:

- (a) Rationalization of posts (by 5th January).
- (b) Computerization of relevant record of employees (by 5th January).
- (c) Preparation of vacancy list including **actual vacancies and deemed vacancies**(by 5th January).
- (d) Seeking ‘Yes / No’ option for transfer from employees completing 3 years at one place of posting (by 5th January).
- (e) Notification of list of vacancies to be filled/blocked (by 5th January).
- (f) Seeking preferences for choice of stations (by 31st January).
- (g) Generation of transfer orders (On last day of February).

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 outstanding/very good 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
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1.	Age (Present date i.e. 1 st 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)
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(b) The second set of merit points will come from the Special Category numerated herein after:

Sr. No.	Major Factor	Sub-Factor	Max. Points	Explanation
1.	Employees having disability caused during service.	Self / Spouse/ unmarried children	20	40% to 60% disability= 10 Marks. 60% to 80% disability= 15 Marks. 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.	Self Spouse/ unmarried children	10 10	Employees having mentally challenged or 100% differently-abled child/ children or spouse shall be provided 10 points.
4.	Couple Case		05	Employees' spouse working in State Government, Central Government, PSUs, created under Acts or Rules.
5.	Employees having outstanding/ very good Annual Confidential Report in previous year.	Outstanding Very Good	05 02	Annual Confidential Report of previous year, and if it is not available, then that of a year before that will be considered.

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. Procedure to be adopted

(i) Employees suffering from

- a) 100% locomotors disability for any reasons; or
- b) currently suffering from cancer; or
- c) having undergone bye-pass heart surgery; or
- d) kidney transplant; or
- e) 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 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 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 01st 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 24 months or less in retirement shall not be transferred if they are not willing to participate in 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 employee aggrieved with the transfer process can represent to the department after joining at 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.

8. 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 7 (v).

**HARYANA GOVERNMENT
SCHOOL EDUCATION DEPARTMENT
HARYANA
NOTIFICATION**

No. 1/72-2016-e. Gov. Cell

Dated 27.06.2016

Following diseases are hereby notified as "Diseases of Debilitating Disorder" under para 6(iii) (b) (5) of the Teachers Transfer Policy—2016:

1. Chronic Heart Diseases and Chronic artery diseases
2. Chronic renal Failure
3. Brain tumours & Malignancy of different organs
4. Paraplegia/Cuadriplegia/Hemiplegia
5. Multiple Sclerosis, Myasthenia Gravis, Parkinson's Diseases
6. Thalessemies, Haemophilia, Aplastic Anaemia, Myelodysplastic Disorders
7. AIDS
8. Liver and Kidney transplant.

Teachers suffering from these diseases shall be entitled for the points available under the aforesaid provisions. The necessary certificate must be issued by AIIMS (Including its branches in Haryana); or PGI Rohtak; or PGI, Khanpur Kalan, or Kalpana Chawla Medical College, Karnal, or PGI Chandigarh or Duly Constituted Medical Board in the Districts.

This is being issued in consultation with the Health Department, Government of Haryana, Government of Haryana

P.K. DAS

ADDITIONAL CHIEF SECRETARY
GOVERNMENT OF HARYANA
SCHOOL EDUCATION DEPARTMENT, CHANDIGARH

Endst.No.Even

Dated: 27.6.2016

A copy is forwarded to the following for information and necessary action:—

1. PS/ACS Health for kind information of Additional chief Secretary Health Department, Haryana, Chandigarh
2. Sr. Secy/ACSSE for kind information of Additional Secretary School Education, Haryana, Chandigarh.
3. Director Secondary Education, Haryana, Panchkula.
4. Director Elementary Education, Haryana, Panchkula.
5. Secretary Board of School Education, Haryana, Bhiwani.
6. Director SCERT, Haryana, Bhiwani.
7. Director General Health, Haryana, Panchkula for information and with a request to direct all CMOs/Civil Surgeons/ PMOs to facilitate issuance of Certificates of these diseases to the teachers at the earliest.
8. Director General AIIMS, New Delhi/ Director PGI, Rohtak/Director PGI, Khanpur Kalan/Director Kalpana Chawla Medical College, Karnal/Director PG Chandigarh.
9. All District Education Officers.
10. All District Elementary Education Officers.
11. All Principal, DIETs/GETTIs.
12. All Block Education /Block Elementary Education Officers.

(Virender Singh, HCS)
Joint Secretary Secondary Education
for Additional Chief Secretary School Education,
Haryana

Endst.No.Even

Dated: 27.6.2016

A copy is forwarded to the following for information and necessary action:—

1. Sr. Secy/PSCM
2. Sr. Secy/EM
3. Sr. Secy /ACSSE
4. Secy./OSDCM
5. PA/DSE
6. PA/DEE
7. AM/SPD
8. PA/ADAdmn—I /II/III
9. PA/AD(VD/JD(MG) Elementary Education Directorate.
10. All officers and Branches of Directorate of Secondary and Elementary Education at Panchkula.

(Virender Singh, HCS)
Joint Secretary Secondary Education
for Additional Chief Secretary School Education,
Haryana