

From

To

The Chief Secretary to Government, Haryana.

6046
20/4/17

1. All the Administrative Secretaries
2. All the Heads of Departments.
3. All the Divisional Commissioners in the State.
4. All the Deputy Commissioners in the State.

URGENT/IMMEDIATE
KIND ATTENTION

No.15/16/2017-1GSII

Chandigarh, dated the 12th April, 2017

Subject: Implementation of transfer orders issued by the Government.

Examine & Submit

Costa/2

It has been observed by the Government that transfer/ posting orders issued by the Government are not being implemented meticulously or are being delayed at various levels which is a matter of concern.

To ensure implementation of transfer orders, it is proposed to bring the entire process of transfer within the ambit of e-Governance. The Government desires that transfer orders issued should be implemented within a short time of three (3) working days.

3. The preliminary requirements for ensuring implementation in stipulated time-frame are as follows:

- i. Each department will appoint one Nodal Officer (Transfer) of the Rank of Under Secretary/Deputy Secretary/Joint Secretary at Secretariat level and Deputy Director/Joint Director/Additional Director at Directorate level immediately.
- ii. Exclusive e-mail ids for Nodal Officer (Transfer) of the Directorates and Secretariat level and Ministers may be created through NIC.
- iii. Nodal Officer (transfers) will be directly responsible for getting the transfer orders implemented. They will supply deployment list of all the posts to the CM office on last working day of each month, through email only without fail.
- iv. All the departments be directed to get the Email Ids created for Nodal Officers (Transfer) and Secretary/Private Secretary to Ministers/S to Ministers/Chief Parliamentary Secretaries through NIC by 17.04.2017 and details of Nodal Officers (Transfer) as well as Email Ids created for each level be provided to Officer on Special Duty to the Chief Minister [OSD/CM (AS)] in the format given below.

S.No.	Name	Designation	NIC Email Id	Mobile number	Landline number

4. Procedure – the procedure for implementation of a transfer order shall be as follows:

4.1. For Class I & II services:

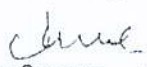
In first instance Chief Minister office will issue 'preliminary transfer advisory' to the Department for transfers based on suggestions from the department and suggestions directly received in Chief Minister office on administrative or other valid grounds. If the same is found in order, the transfer orders shall be issued within three (03) working days by the department positively and copy of order shall be provided to Chief Minister office through email indicating the reference number of Chief Minister office. If any objection is found by the department on policy/legal ground regarding one or more transfers, the whole order shall be sent back to Chief Minister office within two (02) days through email citing the reasons for the same. (Departments shall not send objections on administrative ground only). After considering the same, the 'final transfer advisory' will be sent by Chief Minister office within two (02) days through e-mail which will be implemented by the department immediately by issuing orders without fail.

4.2 For Class III & IV services:

In first instance Chief Minister office will issue 'preliminary transfer advisory' to the Department for transfers based on suggestions from the department and suggestions directly received in Chief Minister office on administrative or other valid grounds. If the same is found in order, the transfer orders shall be issued within three (03) working days by the department positively and copy of order shall be provided to Chief Minister office through email indicating the reference number of Chief Minister office. If any objection is found by the department on policy/legal ground regarding one or more transfers, the whole order shall be sent back to Chief Minister office within two (02) days through email citing the reasons for the same. (Departments shall not send objections on administrative ground only). After considering the same, the 'final transfer advisory' will be sent by Chief Minister office within two (02) days through e-mail which will be implemented by the department immediately by issuing orders without fail.

administrative or other valid grounds. If the same is found in order, the transfer orders shall be issued within three (03) working days by the department positively and copy of order shall be provided to Chief Minister office through email indicating the reference number of Chief Minister office. If any objection is found by the department on policy/legal ground regarding one or more transfers, only that part of advisory shall be sent back to Chief Minister office within two (02) days through email citing the reasons for the same. (Regarding rest of the part of the advisory, the order shall be issued by the department). Departments shall not send objections on administrative ground only. After considering the same, the 'final transfer advisory' shall be sent by Chief Minister office within two (02) days through e-mail which shall be implemented by the department immediately by issuing orders without fail.

5. After issuance of transfer orders from the Government level concerned officer/official should be relieved forthwith without any delay.
6. Departments like Secondary Education having their own online transfer policy shall not be included in these cases. Other departments are encouraged to expedite finalization of their online transfer policies. Till such time it is done these guidelines shall be observed in letter and spirit.
7. These instructions may be brought to the notice of all the concerned working under you for strict compliance.


Under Secretary, Protocol
for Chief Secretary to Govt., Haryana.

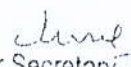
Endst.No. 15/16/2017-1GSII

Dated: 12.04.2017

A copy is forwarded to all the Secretaries/Sr. Secretaries/Private Secretaries with Hon'ble Ministers/Hon'ble State Ministers/Hon'ble Chief Parliamentary Secretaries for the information of Hon'ble Ministers/Hon'ble State Ministers/Hon'ble Chief Parliamentary Secretaries please.

They are also requested to get their Email Ids created through NIC - Mr. Amit Mittal, Scientist (98762-29933), NIC 9th Floor, Haryana Civil Secretariat by 21.04.2017

A copy of form requisite for Email ID creation is enclosed herewith.


Under Secretary, Protocol
for Chief Secretary to Govt., Haryana.

OFFICE OF THE LABOUR COMMISSIONER, HARYANA, CHANDIGARH

Endst. No./ Estt./04/2017/ **13177-13282** Dated: **11-5-17.**

A copy of the above instruction is forwarded to the following for strict compliance and necessary action:-

- 1 Presiding Officer Industrial Tribunal-cum-Labour Court Ambala, Panipat, Rohtak, Faridabad-I/II/III, Gurgaon-I/II and Hisar.
- 2 Addl. Labour Commissioner (NCR), Gurgaon
- 3 All Dy. Labour Commissioner in Haryana State.
- 4 All Dy. Director, IH in Haryana State.
- 5 All Dy. Director (IS&H) in Haryana State.
- 6 All Assistant Labour Commissioner, Haryana State, Labour Department.
- 7 All Assistant Director, Industrial Safety and Health.
- 8 All Assistant Director, Industrial Safety and Health (C), Haryana State.
- 9 All Assistant Director, Industrial Health & Certifying Surgeon, Haryana State.
- 10 All Officer at HQ.


Deputy Superintendent (Estt.)
for Labour Commissioner, Haryana.