

No:55-3/2007-PW  
अण्डमान तथा निकोबार प्रशासन  
**ANDAMAN AND NICOBAR ADMINISTRATION**  
सचिवालय / **SECRETARIAT**  
\*\*\*\*\*

Port Blair, dated the 30<sup>th</sup> July, 2007.

**C I R C U L A R**

Sub: Transfer Policy – regarding.

**I GENERAL:**

Instructions have been issued from time to time regarding the transfer policy of employees of A&N Administration. It has, however, been felt necessary to codify all these instructions on the subject covering all aspects and to issue it in a consolidated manner. Accordingly, it has been decided to issue the following instructions which shall come into effect immediately

The officials of A&N Administration are liable to serve in any part of the Islands and Offices of the A&N Administration located on the mainland. The normal tenure should be as indicated at para 2 below.

Any variation to the transfer policy by any department due to peculiar service conditions will be brought to the notice of the Administration.

**2. TENURE OF POSTING:** Normal tenure of postings in different groups of Islands is as under: -

Zone	Group of Islands	Tenure of posting
Zone A	South Andaman District, except Little Andaman, Havelock, Neil Island.& Offices of the A & N Administration located at mainland	03 years.
Zone B	Middle & North Andaman	03 years
Zone C	Little Andaman, Havelock & Neil Island	02 years
Zone D	Car Nicobar, Campbell Bay, Nancowrie & Kamorta	Group A & B – 02 years Group C & D – 01 year
Zone E	Katchal, Teresa, Chowra & Little Nicobar	Same as Zone D

Officials may be kept for a longer period in a particular place and Department/any part of Islands in the exigencies of public interest with the permission of the competent authority.

### 3. COMPETENT AUTHORITY:

The transfers and postings of all officials under this Administration shall henceforth be decided by the authorities as mentioned hereunder: -

S. No.	Group	Competent authority
01.	All Commissioner-cum-Secretaries/Special Secretaries/HODs/IAS/IPS/IFS and all Group A Officers in the pay scale of Rs.8000-13500 and above.	Lieutenant Governor, A&N Islands
02.	Group 'B' (Gazetted) Officers	Chief Secretary
03.	Group 'B' (Non-Gazetted) Officers	Administrative Secretaries concerned.
04.	Group 'C' & 'D' staff, except Amalgamated Clerical Cadre, Stenographic Cadre and IT Cadre.	Heads of Departments.
05	Amalgamated Clerical Cadre & Stenographic Cadre ( <i>other than Sl. No:2</i> )	Secretary (Personnel)
06	IT Cadre ( <i>other than Sl. No:2</i> )	Secretary (IT)

**Note:** - *In case of bigger departments like Education/Police, separate proposal may be moved in this regard.*

### 4. POLICY GUIDELINES:

- (i) No official should be allowed to remain in one office for more than 5 years in general and 3 years in case of public dealing and sensitive departments; Priority shall be given to fill up vacant posts in outer islands;
- (ii). Transfer of officials shall be made strictly in accordance with the period of stay of officials in that station, the official with more tenure being considered first for such posting from one Group of Island to other or Port Blair;
- (iii) All transfer orders should be complied with and in case the transferred officials are not relieved within a month, their pay shall be liable to be withheld till joining the place of posting;

- (iv). The Head of Department/Office may make internal arrangements for relieving the official concerned without waiting for the substitute to arrive;
- (v) Those employees who are willing to work in Nicobar Group of Islands, may be permitted to stay there for a longer period on the following grounds: -
  - a) Spouse is working in the same Island;
  - b) Continuation of educational career of children;
  - c) Good performance and no adverse record -- Head of Office should recommend the retention of such cases beyond 05 years after satisfying that there is no complaint against the employee and that continuation of the employee in that station is in the public interest.
- (vi) As far as possible, officials having less than 2 years of service left shall be allowed a posting of his choice and should not be transferred from that post within that period unless there are compelling administrative exigencies.
- (vii). The pay and allowances of the transferred Govt. servant shall be drawn from the original office of his posting only upto the date he was permitted to remain in that office (i.e. either the date specified on the transfer order or the first or 15<sup>th</sup> of the month whichever is applicable). Thereafter no pay and allowances bill with regard to the Govt. servant shall be entertained by the Pay & Accounts Officer concerned unless a special exemption order is issued by the Administration;
- (viii) In case any Govt. servant is put to any financial loss because of not being relieved on time, Head of Department concerned will be personally responsible for failure to relieve the Govt. servant and for the financial losses incurred by the transferred official;
- (ix). In case where transfer order is not implemented within the prescribed time, it would be presumed that the concerned authority has tried to delay/avoid the implementation of the transfer order unless circumstances indicated to the contrary;
- (x). In the case of transfer orders on promotion, officials who do not join the place of posting within the prescribed time limit (after availing joining time) shall be deemed to have refused promotion and such cases shall be dealt with in accordance with the rules, in this regard. In such cases, Administration would be free to deal

with the case of the next person for promotion and peruse the matter according to rules;

(xi). Posting of husband and wife will preferably be made at the same station, if the service conditions permits. However, these are only guidelines and not mandatory.

(xiii) **Concessions for physically handicapped employees:** Holders of Group 'C' and Group 'D' posts who have been recruited on regional basis and who are physically handicapped, may be given posting, as far as possible subject to administrative constraints, near their native place within the region. Requests for transfer to or near their native place may also be given preference.

5. **ZONES** - There shall be the following zones:-

Zone	Group of Islands	Tenure of posting
Zone A	South Andaman District, except Little Andaman, Havelock, Neil Island & Offices of the A & N Administration located at mainland	03 years.
Zone B	Middle & North Andaman	03 years
Zone C	Little Andaman, Havelock & Neil Island	02 years
Zone D	Car Nicobar, Campbell Bay, Nancowrie & Kamorta	Gr A & B- 02 years Gr C & D - 01 year
Zone E	Katchal, Teressa, Chowra & Little Nicobar	Same as Zone D

6. **REQUESTS ON COMPASSIONATE GROUND:**

Notwithstanding the guidelines as laid down above, the requests for transfer on compassionate ground may be considered only on the following grounds: -

- a) Demise of father/mother/wife/husband/children, as the case may be;
- b) On medical ground subject to production of a certificate from a duly constituted medical board;
- c) For the purpose of construction of house subject to production of final evidence that all the construction materials have been procured and kept fully ready in the site of construction;

- d) Parents of mentally challenged dependents may be given posting at a place of his/her choice to the extent possible.

**Note:** *Normally the maximum period that may be considered for posting in a station in respect of cases covered under item (a), (b) & (c) would be one year. However, the competent authority depending on the merit of the case may decide requests for further extension. Such cases should be reviewed periodically and action taken accordingly.*

While the cases of transfer on compassionate ground of Amalgamated Clerical/Stenographic Cadre may be forwarded by the Head of Department to the Personnel Wing with specific recommendations, the transfer of all other staff may be considered by a Standing Committee, constituted for the purpose in each department.

#### **7 CALENDER OF TRANSFER ORDERS:**

Transfer orders shall as far as possible be issued during the period from 15<sup>th</sup> April to 15<sup>th</sup> June each year, keeping in view the end of the financial/academic year. Out of time transfer should be avoided. However, in the compelling administrative exigencies, limited transfer orders which become inevitable may be resorted to.

#### **8. REPRESENTATION FOR RE-CONSIDERATION OF TRANSFER:**

Representation, if any, from the officers & staff regarding their transfer should be entertained only after they report at their new place of posting.

#### **9. IMPLEMENTATION OF TRANSFER ORDER:**

Officials under orders of transfer from one outstation to another station shall avail themselves of the next conveyance from the present place of posting. In so far as others are concerned, generally, unless the date of relief of the Govt. Servant has been specified in the transfer order itself, the transferred Govt. Servants shall be relieved by making arrangements internally without waiting for the substitute to arrive, on the first day of the next month or 15<sup>th</sup> day of following month in which the transfer order is issued whichever is earlier. Non-compliance of above instructions would be viewed seriously.


The Govt. servants should refrain from bringing or attempt to bring any political or other outside influence to further their interests in respect of matters pertaining to their service under the Government and such attempt would attract the provisions of Rule 20 of CCS (Conduct) Rules, thus liable to take disciplinary action against them. The concerned authority should not grant leave to such employees who are under the order of transfer.

10. **INCUMBENCY REGISTER:**

All the heads of Departments are required to prepare an incumbency register of all posts category-wise as per details given in **Annexure-A**. These registers should be updated regularly and a copy of the incumbency statement in the proforma devised may be sent to the Personnel Wing with regard to the officials of organized Cadre, Amalgamated Clerical/Stenographic Cadre, etc. every year. Copies of statements in respect of all categories of posts should also be sent to all Administrative Secretaries concerned for their reference and record.

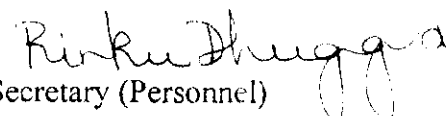
11. **INTERPRETATION:**

In case of any doubt, relating to the interpretation of any of the provisions of these instructions, it shall be referred to the Personnel Wing in Secretariat, A&N Administration for decision.

  
(Rinku Dhugga)  
Secretary (Personnel)

Copy to:

1. The Senior PS to LG, Raj Niwas, Port Blair
2. The Senior PS to Chief Secretary, Secretariat.
3. All Commissioners-cum-Secretaries/Secretaries/Special Secretaries in Secretariat.
4. All Heads of Departments/Offices under A&N Administration.
5. Deputy Commissioner, South Andaman/ North & Middle Andaman/Nicobar Districts.
6. All Section Officers/Sections in Secretariat.
7. The Hindi Officer, O.L. Wing, Secretariat with the request to make available the Hindi version of the Circular.
8. The Officer-in-Charge, NIC, Port Blair with the request to place the contents in the A&N Administration's Website.

  
Secretary (Personnel)

**INCUMBENCY REGISTER**

<b>Sl. No</b>	<b>Name &amp; Designation/Qualification</b>	<b>Total Service</b>	<b>Zone A (South Andaman)</b>	<b>Zone B (N &amp; M Andaman)</b>	<b>Zone C (Little Andaman)</b>	<b>Zone D (Nicobar, Nancoary &amp; C/Bay)</b>	<b>Zone E (Katchal, Chowra, Pilpilow &amp; Terressa)</b>	<b>Present posting since.....</b>	<b>Due date for transfer</b>	<b>Remarks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>