



GOVERNMENT OF KERALA

Abstract

General Administration Department – transfer guidelines of employees in Secretariat-orders issued

GENERAL ADMINISTRATION (AR) DEPARTMENT

G.O. (Ms) No. 52/2022/GAD Thiruvananthapuram, dated 01.04.2022

Read: 1. GO (P) 12/04/P&ARD dated 10.09.2004

2. GO (P) 03/2017/P&ARD dated 25.02.2017

O R D E R

As per the orders read above, government has fixed the minimum tenure policy for government employees of the State. Based on the above general guidelines, Government are pleased to order the following minimum tenure policy cum transfer norm for the employees of Government Secretariat, including Law and Finance.

2. The guidelines are issued on following broad principles:

- i. Employees who are posted in a department may be given a fixed term to ensure continuity in service delivery. Thereafter, she/he will be shifted to another department so as to achieve multiple competencies.
- ii. Employees may be given an option to change department after a fixed tenure so that they will get an overall experience in other departments too, which in turn will help them in the discharge of duties.

3. The guidelines are summarised as follows:

A. Tenure for each category of employees:

	Category	With request from incumbent	Mandatory transfer
1	Assistant	3 Years	5 years
2	Section Officer	3 years	5 years
3	Under Secretary/ Deputy Secretary	2 years	3 years
4	Joint Secretary/ Additional Secretary / Special Secretary	2 years	3 years
5	All other categories excluding Confidential Assistants	3 years	5 years
6	Confidential Assistants	3 years	After taking the opinion of the officer concerned to whom the CA is attached

B. Guidelines for transfer:

- i. File for transfer, if any, in deviation from the time frame in A above may be initiated on the basis of such proposal from the Secretary of the department concerned with justifications for retaining/ transferring the employee from that post.
- ii. If the Minister concerned desires to retain/post a particular officer of an above the cadre of Under Secretary in his department, a note may be given to the Principal Secretary, General Administration Department and in Law and Finance Departments up to the level of Section Officers or Accounts Officers, the Minister concerned may given such a note to the Secretary, Law or Finance.
- iii. Transfer up to the Section Officers in General Administration Department, according to the norms, may be done at the level of Secretary/Principal Secretary/ACS General Administration Department. In the case of Finance Department transfer up to Section Officers/Accounts Officer, according to the norms, may be done at the

level of Secretary/Principal Secretary/Additional Chief Secretary Finance Department. In the case of Law Department all transfers up to Section Officers, according to the norms may be done at the level of Secretary, Law Department.

- iv. Two office bearers (General Secretary and President) of recognized organizations may be retained in Secretariat campus, in relaxation of other general guidelines.
- v. All transfers above the cadre of Section Officer and all transfers deviating from the norms shall be effected only with the approval of the Chief Minister.
- vi. While proposing the transfer of employees, the establishment section and the officers concerned shall ensure that more than 50% of the employees in a Section are not transferred with in a period of one year.
- vii. Transfer due to sympathetic reasons may be considered on the basis of the written request from the employee. Employees having serious diseases, employees who have undergone organ transplantation and employees whose spouses/ kids /parents are having severe diseases etc. can be considered for this category on the basis of medical certificate. Instructions in GO (P) no.12/2004/P&ARD and GO(P) 3/2017/P&ARD dated 25.12.2017 may also be followed for transfers on sympathetic grounds.
- viii. Three important office bearers of staff welfare societies, canteen etc. (President, Secretary, Treasurer/ Manager, Secretary, Store keeper etc.) may be retained in secretariat in relaxation of the general guidelines

C. Other norms manning deputation and posting of employees to ex-cadre posts:

Following issues often occur in while posting officers to other departments/ agencies on ex-cadre / deputation which hamper the continuity in the borrowing department:

- Most of the officers get promoted with in a period of 3 years and suddenly they are called back from deputation.
- Officers who are not suitable are retained in the departments for long periods.

To avoid the hardships to the borrowing department due to such frequent transfer of employees and to ensure the uninterrupted service on deputation for at least 2 years, following guidelines are issued:

- i. The deputation will be allowed for one year, which can be extended up to 5 years, if required. Those who have completed 5 years of deputation will be reverted back
- ii. Deputation to offices situated in Thiruvananthapuram district will be done without consent of the employee. However such posting outside Thiruvananthapuram will be on the basis of willingness from the employee. In the absence of willing employees junior most in that cadre may be considered.
- iii. As far as possible, any officer to be on deputation to a sanctioned post should have at least 2 years service left in that cadre before being promoted so that there is no frequent disturbance to the department work.
- iv. Those who have only less than two years of service left for superannuation shall not be considered for deputation posting.
- v. An officer, who was sent on deputation, while he was having more than two years of service, shall be reverted back to Secretariat before one year of his date of superannuation on his specific request in this regard.
- vi. In case, an employee gets promoted during deputation and the borrowing organization is willing to accommodate her/him, deputation may be extended further. If the borrowing organization is not ready to accommodate, she/he may be reverted back after appointing a substitute

4. The Services/Establishment sections shall prepare a list of the sanctioned posts outside secretariat where officers from Secretariat are posted and the level of officer now posted against that post and necessary corrections may be made as per the above guideline early.

5. The establishment software being prepared jointly by Finance and GAD, using the employee data available in the SPARK, shall incorporate the above guidelines for transfer and postings in Secretariat including Finance and Law so as to effect online transfer of employees

6. The employees who have completed the fixed tenure in each category can apply for transfer in the following format to the Establishment/Services Sections

a. Format for requesting transfer in respect of Officers/staff up to the rank of Section Officer

Name	Designation	Present Section	Date of posting to the present Section	Completed year in the present Section as on	Departments opted
					1. 2. 3.

b. Format for processing of proposal for transfer

Name	Designation	Completed year in present section	Opted departments	Posting proposed	Whether any other officer Assistant /ASO or SO has requested transfer from the same Section or has been transferred in the last 6 months	Level of officer recommending the transfer, if any
1						
2						
3						

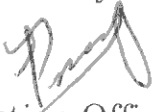
All employees shall scrutinize and ensure updation of their service records, in a timely manner for the proper implementation of the system.

(By Order of the Governor)
Sarada Muraleedharan
Additional Chief Secretary

To,

All Additional Chief Secretaries/Principal Secretaries/Secretaries
 All Special Secretaries/Additional Secretaries/Joint Secretaries
 Special Secretary to Chief Secretary
 Director, I & PRD
 I & PRD, Web & New Media

Forwarded/By Order


 Section Officer.