

**TRANSFER AND POSTINGS POLICY FOR THE OFFICIALS OF
DEPARTMENT OF ANIMAL HUSBANDRY AND ANIMAL WELFARE,
PUDUCHERRY**

INTRODUCTION:

The UT of Puducherry consists of four regions. Pondicherry and Karaikal located in Tamil Nadu, Yanam located in Andhra Pradesh near Kakinada and Mahe located in Kerala near Kannur. Puducherry and Karaikal region have both urban and rural areas whereas both Mahe and Yanam are treated as urban areas. The officials working in the Department are posted in these regions. In order to rationalize the mobility of officials from one region to the other region, (and within each region, it has been proposed to implement a transfer policy. Accordingly, the following policy has been framed for the transfer/posting of officials of Department of Animal Husbandry and Animal Welfare, Puducherry upto the rank of Group A, B and C Officials (excluding officials with Grade pay ₹2400/- and below (Refer Para 8)).

TRANSFER POLICY – 2018

1. The officials shall work compulsorily in other regions, other than their region of residence or the region they hail from for a specified period.
2. In a region if there is urban and rural divisions, the officials shall also be rotated within the region.
3. The inter-regional transfers shall be made as far as possible to urban stations i.e. official hailing from Karaikal, Mahe and Yanam shall as far as possible be posted to urban located offices in Puducherry subject to availability of office posts/vacancy.

(i) **Officials of Native of Puducherry Region:**

- a. Should work either in Karaikal for 2 years or Mahe/Yanam for 1 year for every 10 years of service, in cycles.
- b. Should be transferred from urban to rural station and vice-versa on completion of 3 years subject to availability of office/posts within the region.
- c. Should not be posted back to a station/office where he had earlier completed 3 years as far as possible except for clustered offices.

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(ii) **Officials native of Karaikal Region:**

- a. Should work in Puducherry for 2 years or Mahe/Yanam for 1 year for every 10 years of service.
- b. Should be transferred from urban to rural station and vice-versa on completion of 3 years subject to availability of office/posts, within the region.
- c. Should not be posted back to a station/office where he had earlier completed 3 years as far as possible except for clustered offices.

(iii) **Officials Native of Mahe Region:**

- a. Should work either in Puducherry and Karaikal for 2 years or Yanam for 1 year for every 10 years of service, in cycles.

(iv) **Officials Native of Yanam Region:**

- a) Should work either in Puducherry/Karaikal for 2 years or in Mahe for 1 year for every 10 years of service, in cycles.

(v) **Officials about to superannuate:**

In the last one year of service (before superannuation), personnel will be allowed to be posted in the region of his/her choice subject to the availability of post/vacancy, for which request shall be made in advance atleast eighth month prior to his/her superannuation date.

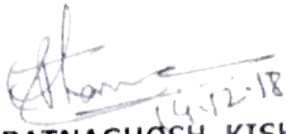
4. **New Recruits:**

- (i) The newly recruited Official will ordinarily be posted in regions having staff deficit. The junior most must be posted in Yanam /Mahe. Mother tongue shall also be a criterion for the postings in outlying regions, subject to availability of vacancies/posts.
- (ii) The request for transfer to other regions from the newly recruited official whose normal place of residence (domicile) before joining the service in Puducherry UT (Puducherry / Karaikal / Mahe / Yanam region as the case may be) will be considered as and when there is a vacancy in his / her region of choice for which the transfer request is made but, after going by a normal tenure of not less than three years.
- (iii) The request of newly recruited official whose place of residence before joining the service is not Puducherry UT for transfer will be considered subject to the following conditions:-

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- a. He / She should have completed a minimum tenure of 3 years.
 - b. His / her transfer shall not result in less than 50% of regular staff where he / she is working.
 - c. There should be a vacancy in the region for which transfer request is made.
- (iv) Request for transfer on Medical grounds will be considered for posting in the region of their normal residence subject to meeting the condition prescribed by the department by time to time including constitution of Committee/Board etc. by the Competent Authority:
5. The officials whose child is studying in class X or XII in a particular academic year in the same region where the official is posted may be retained in the same region facilitating completion of Class X/XII or course of his / her ward upto the end of the specific academic year. However such request shall be given to the department six months before the starting of the academic year in class X or XII.
6. If both husband and wife are Government servants in this administration, as far as possible they will be posted in the same region subject to availability of post/vacancy.
7. For reckoning the claim period of duty/service as one year in any region it shall be imperative that the official should have been on duty for atleast 253 working days {365-52 (Sundays)=313, 313-20(Public Holidays)=293, 293-10 (CL/RH)=283, 283-30(Earned Leave)=253 days} in an year. The period of service placement/office order duty will be deducted from the duty performed period. However, the period of maternity leave only shall be an exception.
8. In respect of Group 'C' officials/cadre whose grade pay is ₹2400/- and below, they may be transferred within the region only as far as possible. However proviso (2), proviso 4(ii), 4(iii)(a) and proviso (9) shall be applicable to them.
9. In the interest of public service and to meet the exigencies of situation the Administrative Secretary may relax the provisions of the transfer policy, after recording the reasons in writing.

//BY ORDER//


(CHAURE RATNAGHOSH KISHOR)
UNDER SECRETARY TO GOVERNMENT(AH)