

Government of Odisha
General Administration & Public Grievance Department

No. 12768 /Gen., Bhubaneswar,

Dated 16 /04/2025

From:

Surendra Kumar, IAS, ACS
GA&PG Department.

To

All Additional Chief Secretaries
All Principal Secretaries
All Commissioner cum Secretaries.

Sub: Transparency and fairness in transfer of Government servants.

Sir,

You are aware that the annual transfers are taken up during the period 15th April to 15th June every year. Government has been emphasising on transparency and fairness in administration as the touchstone of good governance. Transparency & fairness in transfers of Government servants is a step in that direction.

In this regard your attention is drawn to Book Circular No. 42 and other instructions issued by State Government from time-to-time governing transfers of Government employees. While few departments like School & Mass Education, Health & Family Welfare etc. already have a transfer policy in place, others are yet to have a policy in place. Each and every Department of Government should formulate a transfer policy or base the transfers on an objective, fair and transparent criteria. While formulating the policy/drawing up the criteria for transfers, due attention be paid to the rules contained in the Book Circular 42 and other circulars (Copy enclosed).

Departments are encouraged to have an online system for application by the employees so that, it will obviate the necessity for the employee to approach Government functionaries and at the same time each application will duly be examined and disposed of as per the above instructions.



(Surendra Kumar, IAS)
ACS, GA&PG Department

BOOK CIRCULAR

No. 42

GOVERNMENT OF ORISSA
POLITICAL & SERVICES DEPARTMENT

No. 9165—O.M.-5-55/1967-Gen.

To

ALL DEPARTMENTS OF GOVERNMENT/ALL HEADS OF
DEPARTMENTS/ALL DISTRICT MAGISTRATES

Bhubaneswar, dated the 28th April 1967

Subject—Transfer of Gazetted Officers of State Civil Services.

In recent years, it is invariably noticed that orders of transfer of officers are not being implemented despite instructions issued to the concerned authorities to relieve them quickly to avoid dislocation of Government work. In several cases, it has been brought to the notice of Government that the officers under order of transfer manipulate through political influence or by approaching the higher officers to stay or cancel the order. One of the methods of getting this done is the delay in relieving the officers who, in the mean time move all corners concerned and if possible personally approach the political authorities, who put pressure on Government to get the transfer orders stayed for some time and then cancelled some time after. This has caused a great dissatisfaction among officers who are in some particular stations for a longer period, and in spite of efforts at the Government level to shift them elsewhere by posting substitutes, the attempts fail. It is further, noticed in some cases that, when a notification is issued transferring an officer from a district the District Magistrate moves the Government to cancel the order and although Government ask the District Magistrate to relieve the officer immediately, he goes on putting forth reasons for not relieving him as a result of which other transfers in the chain are not given effect to. This sort of practice causes serious dislocation in public service and Government, after careful consideration, are pleased to make

the following provisions for normal transfer and posting of gazetted officers of all Departments of Government.

1. Ordinarily, an officer should remain in a particular station for a period of three years in one or more appointments and he should not be transferred earlier unless he is promoted to a higher post.

2. If it is considered that the transfer of an officer who has completed three years, will not be in the public interest due to the special knowledge he has gained by remaining in the post and that it is difficult to get a suitable substitute not without impairing efficiency in public work, the officer may not be transferred and may be allowed to continue in the post. But he should be replaced in the earliest possible opportunity, when a suitable substitute is available. Instances of such cases are rare and this provision should be made applicable rarely and in genuine cases only.

3. Officers in executive field posts should be transferred after completion of three years; but nothing herein contained prevents Government from transferring them earlier than three years provided such transfer is considered necessary in the public interest.

4. Authorities competent to transfer officers, may ordinarily initiate proposals to transfer in the first week of April of the

year, and orders be taken and notifications issued by the end of April. The officers proposed to be transferred should be intimated of the transfers by the first week of May, to be in readiness to move immediately after the notifications are issued.

5. All transfer proposals are to be initiated by taking into account the suitability of the officers for the posts or stations to which they are proposed to be transferred and, in such cases home district should normally be avoided as far as possible.

6. The transfer and posting orders should normally indicate as to which officer will relieve whom and in case this is not indicated due to the reasons best known to the authorities, the officer transferred, will make over to another officer of the same station under the order of the immediate superior authority and proceed to the new station.

7. The controlling authorities, on receipt of the orders of transfer of the officers, shall pass orders to relieve the officers within 7 days of the receipt of the orders and indicate in the said orders as to whom the transferred officers will make over.

8. No protest for retaining the transferred officer should be made by the concerned authorities and that, if no substitute has been posted against the officer transferred, the concerned authorities should move the appropriate authorities to post the substitute immediately. This, however, will not detain the officer under order of transfer.

9. In all cases, while transferring officers from one post or station to another care should invariably be taken to see that suitable substitutes are posted and, in case there is for the time being difficulty in posting substitute due to shortage of officers or otherwise, this should be explained to the concerned authorities so that there may not be any occasion to raise the question of posting of a substitute further.

10. No application for leave of an officer who has been transferred and posted

elsewhere by means of notification or D.O. intimation earlier, should be entertained. Any application for leave after the receipt of transfer order or D. O. intimation will give rise to the presumption that the officer intends to avoid the transfer. He may, however, apply for leave, if required after joining the new station.

11. Deputation of an officer from the parent department to another department or to the foreign service normally be for three years and the officer shall thereafter revert to the parent Department after the completion of the said period. He may not subsequently be deputed to another Department or to the foreign service unless he completes three years in the parent department on reversion from the other department or foreign service to which he was deputed earlier.

12. Monetary benefit available in the shape of special pay in a deputation, should not be of any consideration for transferring an Officer to another post carrying no special pay, as special pay is attached to the post and it gives no claim to an officer for that benefit in other posts carrying no special pay.

13. Any canvassing by an officer or others interested in him, for stopping, staying or cancelling transfers will be construed to be misconduct of the officer.

14. Notification of transfers and postings once issued shall be final and shall not be cancelled or stayed unless it is strictly required on public grounds which may only happen in a very few and special circumstances.

15. These provisions are applicable in the matters of postings and transfers of Gazetted Officers of the departments which are not governed by the special provision regulating transfers and postings of their officers.

A. K. BARREN

Chief Secretary to Government

TRANSFER AND POSTING

INSTRUCTIONS

Serial No.	Reference No.	Date	Subject
(1)	(2)	(3)	(4)
1.	Office Memorandum No. 14151 (Gen.)	06-08-1986	Posting of husband and wife at the same station.
2.	Circular No. 31359 (Gen.)	13-12-1991	Policy relating to transfer and posting of couples employed under the State Government.
3.	Circular No. 27559 (Gen.) (Oriya)	21-09-1998	Ditto
4.	Resolution No. 1 (Gen.)	01-01-2000	Special dispensation in respect of recruitments and filling up posts relating to State cadres in KBK/Gajapati/Kandhamal and Boudh districts.
5.	Office Memorandum No. 23536 (Gen.)	10-07-2000	Policy relating to the transfer of Government servants during 2000-2001.
6.	Resolution No. 24003 (Gen.)	16-08-2001	Policy relating to transfer of Government servants in KBK districts.

[No. 14151/Gen.]

GOVERNMENT OF ORISSA GENERAL ADMINISTRATION DEPARTMENT OFFICE MEMORANDUM

(Published in the *Orissa Gazette* on 3-10-1986)

The 6th August 1986

Subject – Posting of husband and wife at the same station.

The question of formation of an approach to the posting at the same place of husband and wife, if both are in State Government service, has been raised on several occasions. Generally, requests of Government servants for posting of husband and wife at the same station receive sympathetic consideration each case is decided on merits, keeping in view the administrative requirements. It is considered necessary to adopt an approach which can enable women employed under the Government to discharge their responsibilities as wife/mother on the one hand and productive workers on the other more effectively.

The Education & Youth Service Department in their letter No. 30541-IE/M-42/63-E., dated the 27th December 1963, had decided that in order to avoid dislocation of work in the teaching institutions whenever transfer of any individual teacher from one place to another is contemplated the transfer question should invariably be viewed from the stand point of individual's wife or husband if she/he happens to serve as co-worker in the same institution at the same place under the control of Government for the purpose of affording facility of their posting at one and the same station. As far as practicable such transfers should normally be made at the beginning of the session. Health & Family Welfare Department vide their circular No. 17168-II, dated the 24th July 1974, have also decided that to the extent permissible and possible and without detriment to public service, husband and wife may be posted together (when the employee is a lady, she may as far as possible be posted at the same station where her husband is).

Thus, the need to post husband and wife together at the same station as far as possible, has been recognised by many appointing authorities.

It is reiterated that as far as possible and keeping in view the administrative feasibility and necessity, the husband and wife (where both are State Government employees) should be posted to the same station.

M. P. MODI

Special Secretary to Government

[No. 31359-2R/I/91Gen.]

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

Bhubaneswar, dated 13th December 1991

From

Shri Tarun Kanti Mishra, I. A. S.

Special Secretary to Government.

To

The Secretaries to all Departments.

Subject – Policy relating to transfer and posting of couples employed under State Government.

Sir,

I am directed to invite a reference to General Administration Department's letter No. 28100, dated 10-10-1990 wherein the policy of the Government relating to transfer and posting of husband and wife working under the State Government was enunciated. In this letter it was clarified that couples should be posted as far as possible in one station or in the neighbouring stations not being their home districts.

“Recently, the Supreme Court, in case of Bank of India Vrs. Jagjit Singh Mehta have held that the departmental authorities should consider the fact of separation of husband and wife along with the exigencies of administration. In the words of the Supreme Court, the authorities will enable the two spouses to live together at one station if it is possible without any detriment to the administrative needs and the claim of other employees”. While choosing the career and a particular service the couple have to bear in mind the possibility of separation and be prepared to face such a hardship if the administrative needs and transfer policy do not permit the posting of both at once place without sacrifice of the requirements of the administration and the needs of other employees. In such a case the couple have to make their choice at the threshold between the career prospects and family life. After giving preference to the career prospect, they cannot as of right claim to stay together at a particular station.

Yours faithfully,

T. K. MISHRA

Special Secretary to Government

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

RESOLUTION

No. 1

The 1st January 2000

Subject – Special dispensation in respect of recruitments and filling up posts relating to State Cadres in KBK/Gajapati/Kandhamal and Boudh district.

The district of K. B. K. region, Gajapati, Kandhamal & Boudh have been facing perennial problem in the matter of filling up of vacancies in different services and posts relating to State cadres. Officers and staff related to different Departments posted to these districts try various methods to avoid placement in these districts notwithstanding the provision of Rule, 23 of the Orissa Government Conduct Rules, 1951. This Rule stipulates that no government servant shall bring or attempt to bring any influence to further his interests in respect of matters pertaining to his appointment and other service conditions.

As a consequence, Officers and staff who do not just to put such pressure or are unable to put such pressure continue to work in these districts for disproportionately long periods in their service career.

As a result of the above, people in these districts are deprived of their legitimate share in the benefits of different developmental schemes of the Government.

Government has been actively considering for some time about effective steps to curb the tendency of avoiding postings to these districts and prescribed effective and practical remedial measures to ensure that Governance is not impaired in these districts or development process is not hampered on account of non-availability of officers and staff in different services/posts relating to State level cadres.

(2) Government after careful consideration of the above problem have decided that there should be a set of instructions which could ensure that all the sanctioned posts in the above districts get filled up and there will be no vacancies in different services/posts any time due to non-joining of the Government servants posted to these districts. Accordingly, Government have been pleased to decide that :

- (a) In all State level posts, the first posting upon recruitment will be made in the districts of K. B. K. region, Gajapati, Kandhamal and Boudh districts. Similarly, upon first promotion to any State level post all the incumbents would be first posted in the K. B. K., Gajapati, kandhamal and Boudh districts.
- (b) The above posting will be normally for a duration of 3 years. The period of leave of any kind will not be counted while calculating the period of three years.
- (c) If all the vacant posts in the above districts in the concerned category are filled up, the person having spent maximum period of stay in K. B. K./Gajapati/Kandhamal & Boudh districts in that cadre will be shifted out of K. B. K./Gajapati/Kandhamal/Boudh areas and the steps as laid down in Sub-Para. (a) above will be operate.

(3) It is impressed upon all concerned that the principles indicated under Para. 2 above should be followed strictly and any deviation to it will be viewed seriously. The concerned Secretary and Head of Department will be held responsible for the deviation. Only in rarest of rare cases the Secretary of the Administrative Department will recommend a deviation from the above practice to the K. B. K., Chief Administrator (Special Area Development) who will for reasons recorded in writing recommend the case to the Chief Minister through Chief Secretary, if considered appropriate. Only with written prior approval of the Chief Minister, a deviation can be made from the above scheme.

Order – Ordered that the Resolution be published in an extraordinary issue of the *Orissa Gazette* and copies thereof be supplied to all Departments/all Heads of Departments/all Collectors/Registrar of Orissa High Court/Registrar, O. A. T./Special Secretary, O. P. S. C./Secretary, Staff Selection Commission/Deputy Director General, Gopabandhu Academy of Administration.

By order of the Governor

S. B. AGNIHOTRI

Special Secretary to Government

No. 23536 – O. & M. (2) – 6/2000-Gen.

**GOVERNMENT OF ORISSA
GENERAL ADMINISTRATION DEPARTMENT
OFFICE MEMORANDUM**

The 10th July 2000

To

All Departments of Government.

Subject – Policy relating to the transfer of Government servants during 2000-2001.

Ref. - 1. G. A. Department O. & M. No. 19538, dated the 29th July 1991 (Copy enclosed)

2. Book Circular No. 42

3. G. A. Department O. & M. No. 10271, dated the 20th May 1995 (Copy enclosed)

The undersigned is directed to state that the period for normal transfer of Government employees for the current year is already over.

All Department of Government should, therefore, ensure that no normal transfers should be made during the current year. Transfer proposals made, if any, should be governed by the prescribed provisions issued by this Department from time to time. These include, in particular, the reference (1), (2) and (3) cited above.

S. B. AGNIHOTRI

Special Secretary to Government

No. 24003/Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

RESOLUTION

The 16th August 2001

While reiterating the contents of this Department's Resolution of 1st January 2000 duly published in the extraordinary issue of the Orissa Gazette, of the 29th February 2000 the undersigned is directed to say that Government have decided to show some special consideration to the officers and staff who are liable to all Orissa transfers, for working in the K. B. K. areas and in the Gajapati, Kandhamal and Boudh districts :-

(i) An employee liable to all Orissa transfers, who goes on posting to any of the districts referred to above, will, after completion of 3 years of service excluding the period spent on leave, be offered the posting of his choice. The concerned employee will give two options and as far as practicable his first option will be respected failing which the second option will be taken into consideration. His options will be in favour of whole districts and not for any particular place of posting.

If a Government employee is in occupation of a Government quarter prior to his transfer to any of the districts mentioned above, he would be allowed to retain the same at normal rent, if he so wishes. Such retention would be allowed only on the grounds of children's education or health of close family members. This facility will be available for a maximum period of 3 years or till the employee is in service in the above mentioned districts, whichever is earlier. This facility will be available to all places in Orissa including Cuttack and Bhubaneswar.

By order of the Governor

D. P. BAGCHI

Chief Secretary to Government

Circular No. 19538-9/91-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

The 29th July 1991

To

All Departments of Government
All Revenue Divisional Commissioners
All Heads of Departments
All Collectors.

Subject – Policy relating to transfer and posting of Government servants.

In order to examine the policy of transfer and posting of Government servants and to formulate appropriate guideline for ensuring efficient and responsive administration without causing undue hardship to the officers, a Cabinet Sub-Committee was first set up by the Parliamentary Affairs Department in Resolution No. 10300, dated the 20th April 1990 and reconstituted as vide Resolution No. 3046, dated the 6th July 1991.

2. The reconstituted Sub-Committee met on the 9th July 1991 and formulated their recommendations on the subject. The Government after careful consideration of the recommendations of the Sub-Committee have been please to lay down the following principles to regulate the transfers and postings of Government servants.

- (i) No officer of the rank of Class II and above shall be allowed to remain in a particular district for more than six years. For this purpose each Revenue District would be treated as a separate district.

- (ii) Officers should ordinarily be transferred after completion of three years in a station but nothing herein contained prevents the transferring authorities from transferring the officer earlier than three years it is any time when as considered necessary in the public interest.
- (iii) Posting of officers in their home districts should be avoided in cases of postings of Collectors, Additional District Magistrate, S. Ps., Additional S. Ps., Conservator of Forests, Divisional Forest Officers, Inspectors of Schools, Superintendent of Excise, Commercial Tax Officers, Regional Transport Officers, Motor Vehicle Inspectors and Civil Supplies Officers.

Sub-Collectors, Officers in-charge of the Police-stations and Inspectors of Police and Uniformed Sub-Inspectors and Assistant Sub-Inspectors of Police-stations and Out-Post should not be posted in their home Sub-divisions.

- (iv) Officers belonging to the District level cadres and B. D. Os./Tahasildar/Additional Tahasildars shall not be posted in their home Tahasils and home Blocks.
- (v) Officers may be posted to their home districts two years before their retirement, subject to the restrictions indicated in clauses (iii) & (iv) above.
- (vi) Officers completing six years of continuous service in the Districts of Koraput, Kalahandi and Phulbani may be posted to their home districts subject to the restrictions indicated in clauses (iii) and (iv) above.
- (vii) In respect of officers of non-transferable services like the Ministerial cadres in the Secretariat and in the Heads of Departments, nobody shall remain in a seat for more than three years. This can only, in special circumstances be extended up to six years.
- (viii) Office-bearers of the recognized Service Associations should not be disturbed from their posts during the current year, (1991-92).
- (ix) Whenever any provision in Book Circular No. 42 or any other Government Circular is found contrary or contradictory to the above stated guidelines of the Government, these guidelines should prevail, and the Government Circulars may accordingly be modified :

Provided that any of the above mentioned principles may be relaxed only in public interest, on administrative grounds and in hard cases supported by detailed reasons to be recorded. All proposals for relaxation involving Class I and Class II officers should be put up to the C. M. through the Minister concerned, for orders. Other cases are to be decided by the Minister in-charge of the Department.

3. Receipt of this Circular may please be acknowledged.

C. NARAYANASWAMY
Special Secretary to Government

No. 10271

Government of Orissa,
General Administration Department.

15

No.O&M/1-9/91. 19538 /Gen.,Dt. 29-7-91

To

All Departments of Government
All Revenue Divisional Commissioners.
All Heads of Departments.
All Collectors.

Sub:- Policy relating to transfer and posting
of Government servants.

In order to examine the policy of transfer and posting of Government Servants and to formulate appropriate guidelines for ensuring efficient and responsive administration without causing undue hardship to the Officers, a Cabinet Sub-Committee was first set up by the Parliamentary Affairs Department in Resolution No 10300 dt.20.4.90 and re-constituted last vide Resolution No.3046 dt.6.7.91.

2. The reconstituted Sub-Committee met on 9.7.91 and formulated their recommendations on the subject. The Government after careful consideration of the recommendations of the Sub-Committee have been pleased to lay down the following principles to regulate the transfers and postings of Government Servants.

- (i) No Officer of the rank of Class-II and above shall be allowed to remain in a particular District for more than six years. For this purpose each Revenue District would be treated as a separate District.
- (ii) Officers should ordinarily be transferred after completion of three years in a station but nothing herein contained prevents the

(Contd...2)

transferring authorities from transferring the Officers earlier than three years at any time when it is considered necessary in the public interest.

- (iii) Posting of Officers in their home districts should be avoided in cases of postings of Collectors, Addl. District Magistrates, S.Ps., Addl. S.Ps., Conservators of Forests, Divisional Forest Officers, Inspectors of Schools, Superintendents of Excise, Commercial Tax Officers, Regional Transport Officers, Motor Vehicle Inspectors and Civil Supplies Officers.

Sub-Collectors, Officers in-charge of the Police Stations and Inspectors of Police and Uniformed Sub-Inspectors and Asst. Sub-Inspectors of Police Stations and Out Posts should not be posted in their home Sub-Divisions.

- (iv) Officers belonging to the District level cadres and B.D.Os/Tahasildars/Addl. Tahasildars shall not be posted in their home Tahasils and home Blocks.
- (v) Officers may be posted to their home Districts two years before their retirement, subject to the restrictions indicated in clauses (iii) & (iv) above.
- (vi) Officers completing six years of continuous service in the Districts of Koraput, Kalahandi and Phulbani may be posted to their home Districts subject to the restrictions indicated in clauses (iii) and (iv) above.

- (vii) In respect of Officers of non-transferable services like the Ministerial cadres in the Secretariat and in the Heads of Departments, nobody shall remain in a seat for more than three years. This can only, in Special Circumstances be extended up to six years.
- (viii) Office-bearers of the recognised Service Associations should not be disturbed from their posts during the current year (1991-92).
- (ix) Whenever any provision in Book Circular No.42 or any other Government Circular is found contrary or contradictory to the above stated guidelines of the Government, these guidelines should prevail, and the Government Circulars may accordingly be modified.

Provided that any of the above mentioned principles may be relaxed only in public interest, on administrative grounds and in hard cases supported by detailed reasons to be recorded. All proposals for relaxation involving Class-I and Class-II Officers should be put up to the C.M. through the Minister concerned, for orders. Other cases are to be decided by the Minister in charge of the Department.

3. Receipt of this Circular may please be acknowledged.

Vijay Kumar
29.7.91.
Special Secretary to Government.

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12
Memo No. 19539 /Gen. Dt. 29-7-91

Copy forwarded to Principal Secretary to Chief Minister for favour of information.

16muv
Memo No. 19540 /Gen.,Dt. 29-7-91^{29/7}

Copy forwarded to Private Secretary to all Ministers/Ministers of States for information.

16muv
Memo No. 19541 /Gen.,Dt. 29-7-91^{29/7}

Copy forwarded to P.S to Chief Secretary/P.S to Development Commissioner/P.S to Principal Secretary-cum-Addl.Chief Secretary & Secretary, P.G & P.A Department/P.S to Commissioner, Agriculture & Rural Development for information and necessary action.

Deputy Secretary to Government.

16muv
MJ.27791.

29/7/91

Government of Orissa
General Administration Department

No. 14847 / Gen. Dated, BBSR, the 25th May, 1990.

To

All Departments of Government
All Heads of Department
All Collectors

SUB: POLICY RELATING TO TRANSFER
AND POSTING OF OFFICERS

The undersigned is directed to say that the Book Circular No.42 dated 28.4.1967 and the Circular No.17250 dated 13.11.1973 of the defunct Political & Services Department lay down the principles for transfer and posting of Gazetted and Non-gazetted employees respectively. But over the period of time the transfer policies prescribed in the above Circulars have been violated in letter and spirit. This tendency is reprehensible. In slight modification of the principles laid down in the above circulars, Government have been pleased to formulate the following principles for transfers and postings of Government Officers for the current year as detailed below :-

- (i) No officer of the rank of Class-II and above shall be allowed to remain in a particular station for more than 6 years.
- (ii) Posting of officers in home Districts should be avoided, more so in postings of Collectors, A.D.Ms, Sub-Collectors, Ss.P., Addl.Ss.P., Sub-Divisional Police Officers, Conservators of Forests, Divisional Forest Officers, Inspectors of Schools, Superintendents of Excise, Commercial Tax Officers, Regional Transport Officers, Motor Vehicle Inspectors and Civil Supplies Officers. Officers-in-Charge of Police Stations and Inspectors of Police and Sub-Inspectors of Police in uniform should not also be posted in their home districts.

Inspectors and Sub-Inspectors of Police other than uniformed officers or those in territorial lines can be posted to Home Districts. The A.S.l.s will not be posted to their home Sub-Divisions.

- (iii) No officer shall be allowed to remain in any District for more than 6 years and in a particular seat of assignment or station for more than 3 years. This can only, in special circumstances, be extended to 6 years.
- (iv) In respect of officers of non-transferable services like the ministerial cadres in the Secretariat and Heads of Departments, nobody shall remain in a particular seat for more than 3 years. This can, however, in special circumstances, be extended upto 6 years.
- (v) Officers belonging to the district level cadres and B.D.Os/Tahasildars/Addl.Tahasildars should not be posted in home Tahasils and home Blocks.
- (vi) Married couples should be posted in one station, but not in the home Districts.
- (vii) Officers continuing in the districts of Koraput, Kalahandi, Phulbani and Sundargarh for six years or more should be posted to their home districts if they so desire notwithstanding the restriction laid down above.

2. In making transfers and postings suitability of an officer for a particular type of posting always needs careful assessment. Government have, therefore, decided that for transfers and postings originating at Government level there should be Committees to recommend transfers on the basis of individual suitability for particular postings.

/ 3 /

The statement given in the Annexure sets out the constitution of the Committees for different services. The annexure also specifies the authority from whom orders of transfers should be taken.

3. The ban imposed on transfers and postings has been removed in G.A. Department letter No. 14651 dated 24.5.1990. Instructions have also been given in the said letter that all transfers and postings should be completed by 15.6.1990. While effecting the transfers the guidelines enumerated above should be strictly followed.

4. The receipt of this circular may please be acknowledged.

W. K. Singh
25.5.90

JOINT SECRETARY TO GOVERNMENT.

Memo No. 14848 / Gen. Dated, BBSR, the 25th May, 1990.

Copy forwarded to Private Secretaries concerned for information of Ministers/Ministers of States/Deputy Minister.

W. K. Singh
25.5.90

JOINT SECRETARY TO GOVERNMENT.

Memo No. 14849/Gen. Dated, Bhubaneswar, the 25th May '90.

Copy forwarded to Principal Secretary to Chief Minister for favour of information.

W. K. Singh
25.5.90

JOINT SECRETARY TO GOVERNMENT.

ଓଡ଼ିଶା ସରକାର
ସାଧାରଣ ପ୍ରଶାସନ ବିଭାଗ ।

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/ପା.ପ୍ର. ତାରିଖ. 20 - 5 - 1995 .

ପ୍ରେରକ :

ଶ୍ରୀ ରଞ୍ଜି ନାରାୟଣ ଦାସ,
ମୁଖ୍ୟ ଶାସନ ପରିବ ।

ପ୍ରାପ୍ତେଷ :

ସମସ୍ତ ବିଭାଗୀୟ ପ୍ରମୁଖ ଶାସନ ପରିବ / ପ୍ରାମାଣ୍ୟ,
ଶାସନ ପରିବ / ସମସ୍ତ ବିଭାଗୀୟ ଦସ୍ତର ମୁଖ୍ୟ /
ସମସ୍ତ ରାଜସ୍ୱ ଡିଭିଜନାଲ କମିଶନର /
ସମସ୍ତ ଜିଲ୍ଲାପାଳ ।

ବିଷୟ:

ସରକାରୀ କର୍ମଚାରୀମାନଙ୍କର ବଦଳି ନୀତି ।

ମହୋଦୟ,

ମୁଁ ନିର୍ଦ୍ଦେଶକମେ ଜଣାଉଅଛି ଯେ ସରକାରୀ କର୍ମଚାରୀମାନଙ୍କର ବଦଳି ପଦ୍ଧତିରେ
Book Circular-42 ରେ ସରକାରଙ୍କର ନିର୍ଦ୍ଦେଶ ସମସ୍ତ ବିଭାଗ, ସମସ୍ତ ବିଭାଗୀୟ ମୁଖ୍ୟ ଦସ୍ତର
ଓ ସମସ୍ତ ଜିଲ୍ଲାପାଳଙ୍କୁ ଜଣାଇ ଦିଆଯାଇଥିଲା । ପରେ ବଦଳି ନୀତି ପଦ୍ଧତିରେ ସରକାରଙ୍କ ନିଷ୍ପତ୍ତିର,
ବିଭାଗର ପତ୍ର ସଂଖ୍ୟା 19538 ପା. 29.7.91 ରେ କେତେକ ପରିବର୍ତ୍ତନ କରାଯାଇଥିଲା । ଉପରୋକ୍ତ

Book Circular ଓ ପତ୍ରରେ ଉଲ୍ଲେଖିତ ନିୟମ ଅନୁଯାୟୀ ଜଣେ ସରକାରୀ କର୍ମଚାରୀ ସାଧାରଣତଃ
ତିନି ବର୍ଷ କୌଣସି ଏକ ପଦବୀରେ ରହିଲା ପରେ ବଦଳି ହୋଇପାରିବେ । କିନ୍ତୁ କୌଣସି ସରକାରୀ କର୍ମଚାରୀ
ଗୋଟିଏ ଜିଲ୍ଲାରେ 6 ବର୍ଷର ଉର୍ଦ୍ଧ୍ୱକାଳ ରହି ପାରିବେ ନାହିଁ । ଏତଦ୍ ବ୍ୟତିତ ଉପରୋକ୍ତ ନିର୍ଦ୍ଦେଶନାମାରେ ଅନ୍ୟ
କେତେକ ବ୍ୟବସ୍ଥା ମଧ୍ୟ ଥିଲା, ଯଥା - କେତେକ ଶ୍ରେଣୀର ଅଧିକାରୀଙ୍କୁ ସୁଜିଲ୍ଲା ଏବଂ ଉପଶାସ୍ତ୍ରରେ ମୁତୟନ
କରାଯାଇ ପାରିବ ନାହିଁ, ଅବସର ଗ୍ରହଣର 2 ବର୍ଷ ପୂର୍ବରୁ ଅଧିକାରୀମାନଙ୍କୁ ତାଙ୍କ ନିଜ ଜିଲ୍ଲାରେ
ଜଣାଯାଇପାରିବ ଇତ୍ୟାଦି । ପରବର୍ତ୍ତୀ ପର୍ଯ୍ୟାୟରେ ବଦଳି ନୀତି ଉପରେ କେତେକ ସୂକ୍ଷ୍ମକରଣ ଦିଆଯାଇଥିଲା ।

2. ସରକାର ଉପରୋକ୍ତ ବଦଳି ନୀତିର ସମୀକ୍ଷା କରି ଉପଲବ୍ଧ କରନ୍ତି ଯେ ସରକାରୀ
କର୍ମଚାରୀମାନଙ୍କୁ କେଉଁସ୍ଥାନରେ ଓ କେଉଁପଦବୀରେ ମୁତୟନ କରାଯିବା ଉଚିତ ହେବ ତାର ନିଷ୍ପତ୍ତି ନେବାପାଇଁ
ସରକାର ଓ ଅନ୍ୟାନ୍ୟ ପ୍ରାୟୁକ୍ତ ଅଧିକାରୀମାନେ ଉପଯୁକ୍ତ ବିଚାରକ । କେତେକ କ୍ଷେତ୍ରରେ ସରକାରୀ
କର୍ମଚାରୀମାନଙ୍କୁ ବର୍ତ୍ତମାନ ଧାର୍ଯ୍ୟ ସମୟଠାରୁ ଅଧିକ ସମୟ କୌଣସି ପଦବୀ ବା ସ୍ଥାନରେ ରଖିବା ଉଚିତ
ହୋଇ ଉପଲବ୍ଧ କରାଯାଇଥାଏ । ଯେହେତୁ ଅନେକ ସମୟରେ ମଧ୍ୟ ପ୍ରଶାସନିକ ଦୃଷ୍ଟିକୋଣରୁ ବା
ପର୍ବସାଧାରଣଙ୍କ ସ୍ୱାର୍ଥ ଦୃଷ୍ଟିରୁ ସବୁ ସ୍ତରରେ ସରକାରୀ କର୍ମଚାରୀଙ୍କୁ ଯେ କୌଣସି ସମୟରେ ବଦଳି କରିବା
ଆବଶ୍ୟକ ହୋଇଥାଏ । ତେଣୁ ପରିସ୍ଥିତିକୁ ବିଚାରକରି ସଂଯୁକ୍ତ ବିଭାଗ ଓ ପ୍ରାୟୁକ୍ତ ଅଧିକାରୀମାନେ ସରକାରୀ
କର୍ମଚାରୀମାନଙ୍କର ବଦଳି କରିପାରନ୍ତି । ଅବଶ୍ୟ ସାଧାରଣତଃ ଶିକ୍ଷା ବର୍ଷକୁ ଦୃଷ୍ଟିରେ ରଖି ବଦଳି କରାଯିବା
ଉଚିତ ।

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୩. ଆବଶ୍ୟକ ମନେକଲେ ସମ୍ପୃକ୍ତ ବିଭାଗ ବା ପ୍ରାଧିକୃତ ଅଧିକାରୀ ଏପକ୍ଷାନ୍ତରେ ପୁରାରିଖ ନିମନ୍ତେ କମିଟି ଗଠନ କରିପାରନ୍ତି ।

୪. ପାଧାରଣତଃ ଏମସ୍ତ ବଦଳି କାର୍ଯ୍ୟ ଏପିଲ ସଂଦର ତାରିଖରୁ ଜୁନ୍ ୧୫ ତାରିଖ ମଧ୍ୟରେ ଶେଷ ହେବା ଆବଶ୍ୟକ । ଯେଉଁ ଅଧିକାରୀମାନଙ୍କୁ ତାଙ୍କ ଅଧିନରେ କାର୍ଯ୍ୟ କରୁଥିବା କର୍ମଚାରୀମାନଙ୍କୁ ବଦଳି କରିବା କ୍ଷମତା ଦିଆଯାଇଛି , ସେମାନେ ଅନ୍ୟ ଏମସ୍ତରେ କୌଣସି କର୍ମଚାରୀମାନଙ୍କୁ ବଦଳି କରିବା ଆବଶ୍ୟକ ଅନୁଭବ କଲେ ତାଙ୍କର ଉପରିସ୍ଥ ଅଧିକାରୀଙ୍କ ଆଦେଶ ନେଇ ବଦଳି ଆଦେଶ ଜାରି କରିପାରିବେ ।

୫. Book Circular - 42 ଓ ଏହି ବିଭାଗର ଘଟ ସଂଖ୍ୟା ୧୯୫୫/ପା.ପ୍ର. ତା. 29.7.91 ଓ ଚତୁର୍ଥବର୍ତ୍ତୀ ବଦଳି ସଂସ୍କରଣରେ ଏହି ବିଭାଗରୁ ନିର୍ଗମନ ହୋଇଥିବା ଏମସ୍ତ ନିର୍ଦ୍ଦେଶନାମା ଉପରୋକ୍ତ ମତେ ସଂଶୋଧନ କରାଗଲା ।

୬. ଏହି ନିର୍ଦ୍ଦେଶନାମା ବାଧ୍ୟତାମୂଳକ (mandatory) ନ ହେଉ ପ୍ରଦର୍ଶକ (Directory) ତଥା ବିନିୟାମକ (Regulatory) ହେବ । ପରିଗଣିତ ହେବ ।

ଆପଣଙ୍କର ସ୍ୱାକ୍ଷର,

ସ୍ୱାକ୍ଷର
ମୁଖ୍ୟ ଶାସନ ପରିବ ୨୦/୫/୯୫

ଆପଣଙ୍କ ସଂଖ୍ୟା 1027:2 /ପା.ପ୍ର. ତାରିଖ 20 - 5 - 1995.

ଏହାର ନକଲ ମୁଖ୍ୟମନ୍ତ୍ରୀଙ୍କ ଶାସନ ପରିବ , ଉପ ମୁଖ୍ୟମନ୍ତ୍ରୀ, ସଭା ଓ ରାଷ୍ଟ୍ରମନ୍ତ୍ରୀଙ୍କ ବ୍ୟକ୍ତିଗତ ପରିବହନାଳୟ ନିକଟରୁ ମଧ୍ୟ ମହୋଦୟଙ୍କ ଅବଗତ ନିମନ୍ତେ ପ୍ରେରଣ କରାଗଲା ।

ମୁଖ୍ୟ ଶାସନ

ପ୍ରତ୍ୟକ୍ଷ ଶାସନ ପରିବ ।

ଆପଣଙ୍କ ସଂଖ୍ୟା 10273 /ପା.ପ୍ର. ତାରିଖ 20 - 5 - 1995.

ଏହାର ନକଲ ସମସ୍ତ ଜିଲ୍ଲାସ୍ତରୀୟ ଅଧିକାରୀ / ସମସ୍ତ ଉପଖଣ୍ଡ ଅଧିକାରୀ / ସମସ୍ତ ଡିସ୍ଟ୍ରିକ୍ଟସ୍ତରୀୟ ଓ ସମସ୍ତ ବ୍ଲକ୍ ସ୍ତରୀୟ ଅଧିକାରୀଙ୍କ ଅବଗତ ଓ ବହିତ କାର୍ଯ୍ୟାନୁଷ୍ଠାନ ନିମନ୍ତେ ପ୍ରେରଣ କରାଗଲା ।

ମୁଖ୍ୟ ଶାସନ
ପ୍ରତ୍ୟକ୍ଷ ଶାସନ ପରିବ ।