

Approved on 20/07/2023

15.06.2023

**HARYANA STATE AGRICULTURAL MARKETING BOARD  
PANCHKULA**

**(ONLINE TRANSFER POLICY)**

**Policy for online transfers/ postings for various post in the Market Committees in the State**

The status of sanctioned, filled up and vacant post as on 31.05.2023 is as under:-

Sr. No.	Name of Post	Grade	Sanction Post	Filled up Post	Vacant Post	Remarks
1	Secretary-cum-E.O., Market Committee	B	114	95	19	New policy
2	Assistant Secretary, Market Committee	C	164	117	47	New policy

**1. MAIN FEATURES:**

- An employee will liable to be transferred anywhere in the State during the transfer drive as per the criteria defined in this policy.
- General Transfer Drive will be executed once in a year or as per requirement on the schedule approved by the competent authority for a given year.
- Time Lines for various activities:-

- Date of taking consent of the Employee for participating in the transfer drive. (The opportunity is given to the Employees having their working tenure at a particular station for 1 years or more but less than 2 years on the cut off date)

**Zero Date**

- Date of displaying final data & Score to the concerned employees:

**Zero Date + 5 days**

- Cut-off date for submitting objections to the DDO for correction in service record/ score

**Zero Date + 15 days**

- Last date for DDOs to rectify/ resolve the objection raised:

**Zero Date + 25 days**

- Preparation of vacancy list after rationalizing the vacant post/ merging and blocking the vacancies, based upon minimum requirement in a Market Committee/ HSAMB (As all the sanctioned posts are not filled up) and thereafter, notification of list of vacancies to be filled.

**Zero Date + 30 days**

- Filling in preferences of stations by the employee:

**Zero Date + 40 days**

- Transfer orders to be issued:

**Zero Date + 45 days**



### Regarding ODI List

- |       |                                      |                                       |
|-------|--------------------------------------|---------------------------------------|
| (i)   | Display of ODI List on website       | 10 <sup>th</sup> November every year. |
| (ii)  | Objection against the ODI List at HQ | 20 <sup>th</sup> November every year. |
| (iii) | Display of final list of ODI         | 15 <sup>th</sup> December every year. |

The employees under ODI list will be allowed to participating in the transfer drive subject to the instructions issued by the Government from time to time.

The Chief Administrator shall issue notification of dates for each activity for the online transfer drive every time.

The **cutoff date** for service verification, score calculation, calculation of experience/ working tenure of posting at any station shall be the last date of the previous month in which notification of dates for online transfer drive issued by the Chief Administrator.

The **working tenure** of an employee at any station shall be the tenure from the date of joining at that particular station till cut-off date except earned leave, child care leave, study leave, extra ordinary leave.

The **clear service record** means an employee who is presently not under ODI list, no enquiry is pending against the employee under Rule-7 (major penalty under Rule-4(b) of HCS (P&A) Rule-2016), not under the preview of currency period of punishment and no FIR lodged against employee during the service tenure.

## 2. PRINCIPLES GOVERNING THE POLICY:

### (A) Basic Principles

- i) When a post shall be treated as vacant

A post shall deemed to be vacant in the following circumstances:-

- A post presently not occupied by an employee at the time of transfer drive.
- A post presently occupied by an employee for a working tenure **of 2 years or more; or opted for transfer after one year**. Occurrence of vacancy after prescribed period (**option after 1 year and deemed after 2 years**) of occupancy is indicative only, any post can be shown to be vacant even before the expiry of prescribed years on administrative reasons by the Competent Authority.
- A post on which an employee has been appointed by temporary transfer/ deployment, post filled on promotion, on new appointment, posting made due to retirement of any employee, on reinstatement of suspended employee, on repatriation of employee earlier on deputation or on Administrative grounds and post filled due to non-availability of online transfer drive.



*Note 1:- The posts which have been blocked in a cadre shall be excluded from the number of vacancies. This situation has arisen on account of difference between sanctioned posts and filled up posts.*

- ii) An employee can exercise for all the available preferences and may fill options as much as he can.
- iii) Employees shall be considered eligible for participating in the transfer drive against the vacancy as per para (i) above. An employee who has been posted at any place with working tenure of **2 years or more; or opted for participation in the transfer drive after a period of 1 year**, whose post has been shown to be vacant by the Competent Authority on administrative reasons, on promotion, on new appointment, posting made due to retirement of any employee, on reinstatement of suspended employee, on repatriation of employee earlier or on Administrative grounds and posted at any station without online transfer drive has to participate in the next online transfer drive.

Apart from this, to maintain the minimum staff requirement in a **Market Committee**, based on the actual filled up post and requirement of the office at the time of online transfer drive, the Chief Administrator may circulate a list of employees to be shifted from their present place of posting by forcing them to participate in the online transfer drive based on the criteria of longer stay, age or any other criteria as deemed fit by the Chief Administrator.

The Chief Administrator shall also issue the list of vacant post keeping in view the number of filled up post at the time of online transfer drive by way of blocking/ merging the available vacancies.

- iv) The options for choice of posting once submitted by an employee online on the portal shall not be altered.
- v) Options filled by an employee will not confer any right upon employee for posting/ transfer to those options only. Further, if any employee fails to exercise his option during the transfer drive, he shall be posted at any station in the State as per vacancy.
- vi) An employee shall not be posted in **one Market Committee for more than six years** in his entire career i.e. from the date of joining in the service by an employee.



- vii) The working tenure shall be considered for calculation of length of service at any place of posting.
- viii) Employees who are going to retire within one year from the **cutoff date** (last date of the previous month in which notification of dates for online transfer drive issued by the Chief Administrator) shall not be forced to participate in the online transfer drive irrespective of his tenure of stay as mentioned under point no. (vi) above and they may continue at their present place of posting.
- ix) Based on the available filled up post and vacancies, the Chief Administrator shall issue the number of vacant post by merging/blocking the vacancies to match the number of filled up post.
- x) **The preference is to be given to employee having clear service record for assigning important responsible post. The Market Committees (114 numbers) has been classified in two categories based upon income criteria of Market Committee. Higher income generating committees are categorized as 'A' Class and other lesser income committees as 'B' Class.**
- **Eligibility for posting in 'A' Class Mandi as Incharge:- A Secretary-cum-EO. having clear service record with minimum three years experience as SMC can opt 'A' Class Market Committees. However, they are free to opt 'B' Class mandis also.**
  - **Eligibility for posting in 'B' Class Mandi as Incharge:- All the Secretary-cum-EO. and ASMC having clear service record with minimum three years of experience as ASMC can be allowed to opt 'B' Class Market Committees.**
  - **Eligibility for posting as ASMC (not an Incharge):- All the ASMCs can opt the Market Committee where the post of ASMC is shown vacant.**

**With regard to posting of SMCs as Incharge in 'A' & 'B' Class Market Committees, the system will place the employee at stations as per their preference of choice filled online and seniority as per score calculation based upon HRMS data subject to fulfillment of criteria of clear service record and minimum three years experience for 'A' class Market Committees.**



With regard to posting of ASMCs as Incharge in 'B' class Market Committees, the system will first place the SMCs at stations as per their preference of choice filled online and seniority as per score calculation based upon HRMS data. Thereafter, the vacant post of Incharge Market Committee shall be available for ASMCs as Incharge Market Committee and will be filled as per their preference of choice filled online and seniority as per score calculation based upon HRMS data. No benefit on account of special provision for differently abled employee and employees suffering from serious ailments shall be given to ASMCs for posting as Incharge Market Committee.

The vacant post of Incharge Market Committee after above exercise shall be filled by giving additional charge to SMCs posted at other Market Committee.

**3. Special provision for transfer/ posting of differently abled employees and employees suffering from serious ailments.**

The following provisions are made to facilitate the employees with disabilities in performing their official duties. The online transfer module will first run for the differently abled employees & employees suffering from serious ailments (as described below) and place them as per their score & availability of vacant post in order of their preference entered in the portal subject to below mentioned criteria. The employees may fill options for stations as much as they can.

- (i) The employees who are 100% blind or having 80% or more locomotive disabilities involving both the legs shall be given their choice of posting.
- (ii) The employees who are suffering from serious ailments i.e. currently suffering from cancer, currently undergoing dialysis, currently suffering from epilepsy, undergone heart bypass surgery, Kidney transplant shall be posted at their choice of posting subject to the provision below:-
  - a. Not more than one differently abled employee or employee suffering from serious ailments will be posted **in one Market Committee office.**
  - b. In case there are more than one employee of this category in a office, than the Chief Administrator may shortlist any employee to participate in the transfer drive based on the criteria of longer



stay, age or any other criteria as deemed fit by the Chief Administrator.

- c. In case more than one employees under this category choose the same station for posting, then the seniority shall be decided based on total score. In case two or more employee has same score, then the priority shall be given to the employee having higher age in number of days. In case of further tie in score and age, the priority shall be given to the employee as per alphabetic order of their first name and thereafter, alphabetic order of first name of their father.

- (iii) If employees under criteria (i) & (ii) choose to participate in general Online Transfer Drive, then the marks on account of differently abled person based on percentage of disability shall be given as defined in the score calculation.

\* *For the purpose of online transfer drive, such employee of special category shall be given additional marks of 100 in addition to the marks obtained as per the score sheet defined under point no. 4 below.*

#### 4. CRITERIA FOR CALCULATION OF SCORE:-

The transfer/ posting of an employee to a vacant post shall be based on the total composite score/ points earned by the employee on the parameters described below. The employee earning maximum points shall be entitled to his preferred place in the first instance. The points on various factors/ parameters are as under:-

##### Calculation of Score:-

Sr. No.	Factor	Sub-Factor	Max. Marks	Explanation and requirements
i	Age (as on date of freezing the score by the online system)	--	60	[Age in no. of days ÷ (58x365)] x 60
ii	Gender	Female	10	10 points shall be given to all female employees
iii	A. Special category female employees	(a) Widow (b) Divorced/separate/unmarried female employee more than 40 years of age. (c) Wife of serving Military personnel/	5	All female of this category shall be given 5 points
				Eligible widowers shall be given 5 points only



Sr. No.	Factor	Sub-Factor	Max. Marks	Explanation and requirements
	B. Special category male employees	Paramilitary personnel working outside the State.  (a) Widower who has not re-married and has one or more minor children and/ or unmarried daughter(s).		
iv	Differently abled employee	Any kind of disability	20	<p>1. The points obtained by an employee out of maximum marks will be in proportion to the %age of disability possessed by that employee. e.g. if an employee possesses 60% disability (of any kind), then points obtained by him/ her will be equal to 12.</p> <p>2. Valid certificate issued during last one year by AIIMS (including its branches in Haryana), PGI Rohtak, PGI Khanpur Kalan, Kalpana Chawla Medical College Karnal, PGI Chandigarh or Duly Constituted Medical Board or any other institute authorized by the Govt. from time to time shall be considered.</p>
v	Differently abled or mentally challenged children Or suffering from Diseases of debilitating disorders	Male/ Female employee having mentally challenged or 100% differently abled child. Or Male/ Female employee having Spouse/ unmarried children suffering from debilitating disorders	10	<p>Male/ Female employee having mentally challenged or 100% differently abled children shall be provided maximum 10 points.</p> <p>Valid certificate issued during last one year by AIIMS (including its branches in Haryana), PGI Rohtak, PGI Khanpur Kalan, Kalpana Chawla Medical College Karnal, PGI Chandigarh, Medical college of Haryana Govt. or a medical board so constituted.</p>
vi	Couple case	Both Male & Female spouse	5	<p>Employees' spouses working in any Department/ Board/ Corporations under any State Govt. or GOI.</p> <p><i>If husband and wife both working in HSAMB in same cadre/ different cadre, then 5 marks shall be given to both husband &amp; wife.</i></p>



Sr. No.	Factor	Sub-Factor	Max. Marks	Explanation and requirements																					
vii	Negative performance	An employee awarded punishment during the service tenure as under.  I) Minor penalties (Rule-4(a) of HCS (P&A) Rule 2016)  II) Major penalties (Rule-4(b) of HCS (P&A) Rule 2016)	(-) 5  (-) 10	Deduction of points :- <table><tr><th>Punishment awarded</th><th>Minor</th><th>Major</th></tr><tr><td>One</td><td>1</td><td>2</td></tr><tr><td>Two</td><td>2</td><td>4</td></tr><tr><td>Three</td><td>3</td><td>6</td></tr><tr><td>Four</td><td>4</td><td>8</td></tr><tr><td>Five or more</td><td>5</td><td>10</td></tr><tr><td></td><td></td><td></td></tr></table> <b>Note:-</b> 1. Both reductions to be made if punished under both rules.	Punishment awarded	Minor	Major	One	1	2	Two	2	4	Three	3	6	Four	4	8	Five or more	5	10			
Punishment awarded	Minor	Major																							
One	1	2																							
Two	2	4																							
Three	3	6																							
Four	4	8																							
Five or more	5	10																							
Note:- The maximum points obtained by such employee shall not be more than 110.																									

## 5. PROCEDURE TO BE ADOPTED:

- a) Based on the actual filled up post in a cadre and requirement of the office at the time of online transfer drive, the Chief Administrator may circulate a list of employees to be shifted from their present place of posting by forcing them to participate in the online transfer drive based on the criteria of longer stay, age or any other criteria as deemed fit by the Chief Administrator.

The transfer drive shall be first run for the post of SMCs and thereafter, for eligible ASMCs (who opt to be posted as Incharge) for the Incharge of Market Committee.

Thereafter, the transfer drive shall be run for the post of ASMC wherein the balance ASMCs will be eligible for participating.

- b) The Chief Administrator shall also issue the list of vacant post for Incharge Market Committee ('A' & 'B' category) and ASMCs keeping in view the number of filled up post at the time of online transfer drive by way of blocking/ merging the available vacancies.
- c) The transfer drive for differently abled employees and employees suffering from serious ailments shall be executed first as per the criteria described under Para 3 above of the policy. Thereafter, the transfer drive for the other employees shall be conducted for available balance vacancies as per their score and preference of options selected.



- d) All the employees eligible for participating in the transfer drive shall fill options of stations in the sequence of their preferences on the application software online.
- e) The system will consider these choices and will accommodate them in accordance with their composite score and availability of vacant post (after affecting transfer/ posting of differently abled employees and employees suffering from serious ailments as described under Para 3 above of the policy).
- f) Composite score of an employee will be calculated as per the provision of the policy and the preference of posting as per choices shall be given to the employee having more score. In case two or more employee has same score, then the priority shall be given to the employee having higher age in number of days. In case of further tie in score and age, the priority shall be given to the employee as per alphabetic order of their first name and thereafter, alphabetic order of first of their father's name.
- g) The employees, who fail to fill options of choice of their station on online portal, shall be posted within the State as per available vacancies.
- h) The transfer orders shall be uploaded on the departmental website for implementation within seven days.

#### 6. MECHANISM TO BE ADOPTED:

- a) The transfer exercise shall be carried out through application software integrated with the HRMS portal.
- b) The DDOs concerned will be responsible for the accuracy and regular updation/ rectification of the **self/ employee's** data on the HRMS portal.
- c) The DDOs concerned will be responsible for the accuracy of the score of the **self/ employee** as per criteria defined in this policy.
- d) Employees posted at any place for **2 years or more**; where his post is shown vacant by the Competent Authority on administrative reasons; on promotion, on new appointment, posting made due to retirement of any employee, on reinstatement of suspended employee, on repatriation of employee earlier or on Administrative grounds and posted at any station without online transfer drive have to participate in the online transfer drive.



## 7. POST TRANSFER EXERCISE:

- a) All transfers shall be implemented within 7 days of their issuance. The copy of the transfer orders will be sent online to the concerned DDOs/ uploaded on HSAMB website. The DDOs shall **himself relive/ relive** such transferred employee immediately from their present place of posting with direction to join their new place of posting; and their salary shall not be disbursed from the present station thereafter.
- b) Concerned DDO will send the compliance report for implementation of transfer orders under his jurisdiction within 10 days. The employees, who fail to join their new place of posting within 7 days, would be liable for disciplinary action. It is the responsibility of the concerned DDOs to intimate the name of such employees to Head Office who have not joined their new place of posting within 7 days with whatsoever reason.
- c) Within 15 days of issuance of orders, an employee aggrieved with the transfer process can give representation to the Chief Administrator, HSAMB, Panchkula after joining at the new place of posting, on a grievance redressal forum to be provided by the department for this purpose. His representation shall be considered in accordance with the policy and appropriate decision shall be conveyed to him as deemed fit.
- d) A committee headed by the Deputy Commissioner and comprising of CMO and District Officer of the **Market Committee** may recommend deputation/ temporary transfer of an employee after the transfer drive, on the basis of genuine and compelling reasons. The committee will scrutinize such cases and send their recommendations to the Government which will be dealt under relaxation clause of the Transfer Policy. *(Guidelines of Government vide letter No.15/05/2017-IGS-II dated 07.08.2020)*

## 8. POWER OF RELAXATION OF GUIDELINES:

Notwithstanding anything contained in the policy, the Chief Administrator, Haryana State Agricultural Marketing Board with prior approval of the Chief Minister, Haryana may consider transferring any officer/official to any place in relaxation of any or all of the above provisions. However, in case of administrative exigency on account of vacancy arising due to death, retirement, suspension, termination or leave of an employee, and additional requirement of staff arisen during procurement season/ as per Mandi process



requirement, the Chief Administrator, HSAM Board shall be competent to fill such vacancies through deployment for maximum tenure of 3 months. It is clarified that the deployment tenure shall be counted towards the working tenure of the employee at their original place of posting.

**9. INTERPRETATION OF GUIDELINES:**

The Chief Administrator of the HSAM Board shall be competent authority to interpret above provisions and pass such order(s) as deemed appropriate and essential to facilitate the implementation of the policy for the purpose of effective control and administration of the Board.

**10. BAR AGAINST CANVASSING:**

No employee shall canvass for his transfer.

\*\*\*\*\*