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GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (S.M.) DEPARTMENT

INSTRUCTIONS
ON
TRANSFER OF GOVERNMENT EMPLOYEES
FROM ONE PLACE TO ANOTHER

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1987

INSTRUCTIONS

ON]

**TRANSFER OF GOVERNMENT EMPLOYEES
FROM ONE PLACE TO ANOTHER**

PREFACE

Instructions were issued from time to time regarding transfer of Government employees from post to post and from one place to another place keeping in view the public interest and also the convenience of the employees. Posting of Gazetted Officers to their native districts is prohibited. All the instructions issued in this regard have been compiled and brought out in this book-let for ready reference and use of all the concerned.

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GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES-A)
DEPARTMENT

Memorandum No. 1652/62-1, dated the 5th June, 1962.

Sub:—Public Services—Subordinate Services—
Transfers of Non-gazetted Officers.

The Administrative Reforms Committee in its report to the Government suggested that the transfers of Non-gazetted officers particularly those who are in the lower cadres like the Deputy Panchayat Officers, Deputy Inspectors of Schools, Agricultural Demonstrators, Co-operative Inspectors should as far as possible be confined to the respective districts in which they are serving. The Government have accepted this suggestion and direct that transfers of such personnel should be confined to their respective districts except where the transfer is made on administrative grounds.

J. JAYARAMA RAO,
Deputy Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES-A)
DEPARTMENT

Memo. No. 3682/62-1, dated the 12th November, 1962.

**SUB:—Public Services—Subordinate Services—
Low paid employees—Transfers to distant
places on flimsy grounds—Avoidance—
Instructions—Reiterated.**

Instructions were issued from time to time in the past that Non-gazetted Officers and other low paid employees should not be transferred to distant places except on very strong public grounds which should be recorded in writing by the officers concerned and the transfers of such personnel should be confined to the respective districts in which they are serving except where the transfer is made on administrative grounds.

2. In spite of these instructions, it has been brought to the notice of the Government at the meeting of the Andhra Pradesh Civil Services Joint Staff Council held on 18th October, 1962 that low paid Government employees, e.g., peons, attenders, etc., are very often transferred to far off places on flimsy grounds, thus causing them much hardship. The Government, therefore, direct that low paid employees should not be transferred frequently from one place to another on flimsy grounds and where their transfer is necessary on administrative grounds, the facts leading to such transfers should be recorded in writing by the officers concerned.

D. KAMAYYA,
Deputy Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES—Transfer of Government Servants.

GENERAL ADMINISTRATION (SERVICES-A)
DEPARTMENT

G.O. Ms. No. 1289, dated the 6th November, 1963.

READ the following:—

From the Government of India, Ministry of Home Affairs, Letter No. 23/4/63-AIS (III), dated 1st June, 1963.

ORDER:

In their letter cited, the Government of India have referred to the Report on Indian and State Administrative Services and Problems of District Administration by Sri V. T. Krishnamachari and the Report on District Revenue Officer by Sri M. G. Pimputkar which deal with the problem of transfers of Government servants and have requested the State Governments to consider taking appropriate action in the matter.

2. The Government have carefully considered the recommendations contained in the said Reports and issue the following general directions for the guidance of all competent authorities:

- (1) As a rule no Government servant should be transferred from one place to another before he has put in at least three years in the post.
- (2) Such transfers should be made during the school vacation as far as possible.
- (3) In cases where (1) and/or (2) above are not observed for any reason, a report with reasons should go to the next higher officer.

- (4) Leave applications should be normally accepted except when sent in abruptly without reason or when sent to avoid a transfer.
- (5) While ordering transfers, particular disabilities like the condition of health of a Government servant (e.g. rheumatism) or education of his children should be allowed for.
- (6) Reasonable choice of staff should be allowed to subordinate offices, transfers being subject to (1) to (4) above.
- (7) A Government servant at the time of transfer should be given (a) transfer order; (b) his service book with the leave account brought up to date by his previous office and/or its duplicate; (c) security bond; (d) Last Pay Certificate; and (e) landed property statement; all in sealed cover, which he should present to the new officer.

M. PURUSHOTHAM PAI,
Chief Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES—Frequent transfers of officers—
Avoidance—Instructions—Issued.

GENERAL ADMINISTRATION (SERVICES-A)
DEPARTMENT

G.O. Ms. No. 210, dated the 5th February, 1965.

READ:

G.O. Ms. No. 1289, General Administration
(Services-A) Department, dated 6th November,
1963.

ORDER

In the G.O. read above instructions have been issued that no Government servant should be transferred from one place to another before he has put in at least three years service in the post, that such transfers should be made during the school vacation as far as possible etc. It is observed that notwithstanding these instructions, officers are being transferred frequently from place to place disturbing the education of their children besides over-burdening them financially. Government have considered this matter again and direct that the instructions in the G.O. read above should be strictly enforced and that no Government servant should be transferred contrary to the guiding principles enunciated in the G.O. read above except on grounds of promotion, or as a measure of penalty or at the officer's own request in very special cases. Government will take serious notice on transfers effected contrary to the general principles. Transfers made in deviation of the general principles should be reported to the Secretary to Government in the Administrative Department concerned through proper channel explaining the reasons in detail for such transfer.

2. The receipt of this G.O. should be acknowledged at once.

G. SATYANARAYANA,
Deputy Secretary to Government,

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES-A)
DEPARTMENT

Memo. No. 3645/65-1, Dated 6th December, 1965.

SUB:—Public Services—Transfers of Government
Servants—Amendment—Issued.

REF:—(1) G.O. Ms. No. 1289, General Administration (Services-A) Department, dated 6th November, 1963.

(2) G.O. Ms. No. 210, General Administration (Services-A) Department, dated 5th February, 1965.

In the G.O. first cited, orders were issued laying down certain principles governing the transfers of Government employees with a view to restrict frequent transfers. In order to have more check over the frequent transfers which may cause undue hardship to the Government employees, it has been decided that whenever transfers are effected by competent authorities within a period of three years, the previous sanction of the higher authority, one up, should be obtained before the transfer is actually effected except in cases where the transfer is intended to facilitate enquiry by Anti-Corruption Bureau or for strong administrative grounds.

K. N. ANANTARAMAN,
Chief Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES-A)
DEPARTMENT

*Memorandum No. 2741/Ser.-A/68-2, dated the 21st
January, 1969.*

SUB:—Public Services—Transfer from one place to another or one post to another—Scope of instructions on the subject—Clarified.

- REF:**—1. G.O. Ms. No. 1289, General Administration (Services-A) Department, dated 6th November, 1963.
2. G.O. Ms. No. 210. General Administration (Services-A) Department, dated 5th February, 1965.
3. Government Memorandum No. 3645/65-1, General Administration (Services-A) Department, dated 6th December, 1965.
4. Government Memorandum No. 2016/66-3, General Administration (AC) Department, dated 12th December, 1966.

In the G.O. first cited, orders were issued, among others, that as a rule no Government servant should be transferred from one place to another before he has put in at least three years. In the G.O. second cited, read with the Memo. third cited, it has been laid down that whenever transfers are effected by the competent authority within a period of three years, the sanction of the immediate higher authority, should be obtained before such transfer is effected. In the Memo. fourth cited, it was directed that no Government officer or employee should be kept in a post listed as a focal point for more than three years and where it is proposed to deviate from this principle, the authority concerned should obtain the approval of Government in the administrative Department concerned in respect of Gazetted Officers and of the next higher authority above the appointing authority in respect of non-Gazetted Officers.

2. The question of the observance of the three year rule in the matter of transfer of Government employees

from one place to another has been considered by the Andhra Pradesh Civil Services Joint Staff Council and the Council has recommended that except in the case of focal posts it should not be incumbent on the competent authorities to transfer an employee merely on the ground that he had put in more than three years of service in a post or at a place.

3. The Government, after due consideration, accept the recommendation of the Joint Staff Council and direct that the instructions referred to in para 1 above be understood and acted upon accordingly.

M. T. RAJU,
Chief Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES—Gazetted Officers—Posting
within native districts—Prohibited.

GENERAL ADMINISTRATION (SERVICES-A)
DEPARTMENT

G.O. Ms. No. 468,

Dated the 27th August, 1973.

READ :

G.O. Ms. No. 1289, General Administration
(Services-A) Department, dated 6th November,
1963.

ORDER :

The Government have decided that in future, no
Gazetted Officer shall be posted to any place in his
native district.

2. It is likely that some of the Gazetted Officers
may at present be working within their own districts.
Where such officers have completed two years or more
steps should be taken by the Departments of the Secre-
tariat or the Heads of Departments concerned, as
the case may be, to transfer them out as and when
convenient.

3. These orders will not, however, apply to
officers working in the Twin Cities of Hyderabad and
Secunderabad.

N. BHAGWANDAS,
Chief Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES—Gazetted Officers on foreign service on deputation—Posting within the native districts—Prohibited.

GENERAL ADMINISTRATION (SERVICES-A)
DEPARTMENT

G.O. Ms. No. 774.

Dated 18th November, 1975.

READ:

G.O. Ms. No. 468, General Administration (Ser.-A)
Department, dated 27th August, 1973.

ORDER:

In the Government Order cited orders have been issued prohibiting the posting of Gazetted Officers within their native districts. The question whether the said orders would apply to the Gazetted Officers on foreign service on deputation has arisen for consideration. The Government after careful consideration of the matter hereby direct that the orders in the said Government Order shall *Mutatis Mutandis* apply to the Gazetted Officers on foreign service on deputation.

N. BHAGWANDAS,

Chief Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES—Transfer of Government servants from one place to another—Consolidated instruction—Issued.

GENERAL ADMINISTRATION (AR & T-II)
DEPARTMENT

G.O. (P.) No. 543, dated 9th August, 1977.

ORDER:

Numerous instructions have been issued from time to time in the past relating to transfer of Government servants from one place to another. It has become necessary to codify all these instructions appended to this order shall be followed by all concerned in future.

P. L. SIVARAM,
Secretary to Government.

APPENDIX

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|-------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Memo, No. 1652/62-1
G.A. (Ser-A),
Dt. 5-6-1962 and
Memo. No. 3682/62-1
G.A. (Ser-A) dated
12-11-1962.</p> | <p>1. Non-Gazetted officers and other low paid employees should not be transferred to distant places except on very strong public grounds which should be recorded in writing by the officer concerned and transfers of such personnel should be confined to the respective districts in which they are serving except where the transfer is made on administrative grounds.</p> |
| <p>2. Memo. No. 3682/62-1,
G.A. (Ser-A), dated
12-11-1962.</p> | <p>2. Low paid employees should not be transferred frequently from one place to another on flimsy grounds and where their transfer is necessary on administrative grounds, the facts leading to such transfers should be recorded in writing by the officers concerned.</p> |
| <p>3. G.O.Ms.No. 1289, G.A.
(Ser-A), dated 6-11-1963.</p> | <p>3. As a rule no Government servant should be transferred from one place to another before he has put in at least three years service in the post.</p> <p>4. Such transfers should be made during the schools vacation as far as possible.</p> <p>5. In cases where (3) and/or (4) above are not observed for any reason, a report with reasons should go to the next higher officer.</p> <p>6. Leave applications should be normally accepted except when sent in abruptly without reason or when sent to avoid a transfer.</p> <p>7. While ordering transfers, particular disabilities like the condition of health of a Government servant (e.g.), rheumatism or education of his children should be allowed for,</p> <p>8. Reasonable choice of staff should be allowed to subordinate officers, transfers being subject to (3) to (6) above.</p> |

9. A Government servant at the time of transfer should be given (a) transfer order; (b) his service book with the leave account up to date by his previous office and/or its duplicate; (c) security bond; (d) Last Pay Certificate and (e) landed property statement; all in sealed cover, which he should present to the new officer.
4. G.O.Ms.No. 210, G.A. (Ser-A), dated 5-2-1965. 10. No Government servant should be transferred contrary to the instructions except on grounds of promotion, or as a measure of penalty or at the officer's own request in very special cases. Government will take serious notice to transfers effected contrary to the general principles. Transfers made in deviation of the general principles should be reported to the Secretary to Government in the Administrative Department concerned through proper channel explaining the reasons in detail for such transfer. The general mention of transfer on administrative grounds is not adequate reason for any transfer.
5. Memo. No. 2741/Ser-A/ 68-2 G.A., (Ser-A), dated 21-1-1969. 11. Whether transfers are effected by the competent authority within a period of three years, the sanction of the immediate higher authority, should be obtained before such transfer is effected. Except in the case of focal posts it should not be incumbent on the competent authorities to transfer an employee merely on the ground that he had put in more than three years of service in a post or at a place.
5. (a) Memo. No. 2016/66-3 G.A. (AC), dated 12-12-1966. 12. Every Government Office may have a house keeping section, which generally deals with the purchase of stores etc. that there may be certain other items of work also in departments or offices which entail dealing with the public and present opportunities for corruption, and that it may not be desirable to continue Government employees indefinitely in such posts.

13. As a preventive measure, a list of such focal points (posts) should be made out in all Government Departments/Offices and suitable steps taken to ensure that the employees in such focal points are not allowed to continue indefinitely. This may to certain extent prevent the establishment of mal-practices or corruption. The Heads of Departments in respect of Gazetted Officers and the appointing authorities in respect of Non-gazetted Officers are requested to take necessary action accordingly.
14. No Government Officer or employee should be kept in the same post listed as focal point for more than *three years*, and where it is proposed to deviate from this principle, the approval of Government in the administrative department concerned in respect of Gazetted Officers and of the next higher authority above the appointing authority in respect of non-gazetted officers. The authority approving the retention of an officer in focal point beyond the prescribed period should record clearly the reasons therefor. Where in a department of the Secretariat, it is proposed to retain a Gazetted Officer for more than three years in a post listed as a focal point, orders should be obtained in circulation to the concerned Minister and Chief Minister.
6. U. O. Note No. 667/AC/70-2, G.A. (AC), dated 11-8-1970.
15. (a) The instructions in paras 12 to 14 are applicable to Departments of Secretariat.
- (b) In the light of the criteria laid down in paras 12 to 14, posts dealing with items of work given below can be considered as those which deal frequently with the public, etc., and susceptible to opportunities for corruption.
- (c) (i) purchase of stores and office equipment.

- (ii) grant of passports and arms licences,
- (iii) allotment of residential accommodation,
- (iv) assignment of lands,
- (v) grant of industrial and mining licences,
- (vi) establishment / administrative matters concerning preparation of panels, promotions, leave transfers, etc.

The above list is only illustrative and not exhaustive. Since the business transacted in the Departments of Secretariat varies from Department to Department, the actual listing of such focal point (posts) is left to the discretion of the Secretary to Government of the Department concerned.

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| <p>7. U. O. Note No. 1151/AC/74-5 G.A. (AC), dated 30-10-1975.</p> | <p>16. Sections and posts of officers dealing with establishment/administrative matters have to be declared as focal points. The Departments of Secretariat are requested to take action accordingly if not already done. It should also be ensured that persons working in focal points for more than 3 years should be transferred as far as possible to a post which is not a focal point.</p> |
| <p>8. Memo. No. 1402/AC/72-1 G.A. (AC), dated 20-9-1972.</p> | <p>17. There is no objection to an employee who is liable to be transferred from a 'focal point' being adjusted in a suitable post in the same office or any other office at the same station.</p> |
| <p>9. G.O.Ms.No. 468, G.A. (Ser-A), dated 27-8-1973.</p> | <p>18. (i) Non-gazetted officer shall be posted to any place in his native district.</p> <p>(ii) It is likely that some of the gazetted officers may at present be working within their own districts. Where such officers have completed two</p> |

years or more, steps should be taken by the Departments of the Secretariat or the Heads of Departments concerned as the case may be, to transfer them out as and when convenient.

(iii) These instructions will not, however, apply to officers working in the twin cities of Hyderabad and Secunderabad.

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| 10. G.O.Ms.No. 774, G.A. (Ser-A), dated 18-11-1975 | 19. The instructions in para 18 above shall <i>Mutatis Mutandis</i> apply to Gazetted Officers on foreign service on deputation. |
| 11. Memo No. 1973/AC/75-1 G.A. (AC), dated 29-10-1975 | 20. Whenever instances of corruption and malpractices come to the notice of higher authorities against officers or subordinates working in posts declared as focal points, they should be shifted immediately from the posts declared as focal points. This should be done even though the three year period of service of the individual officer in the post is not completed. |
| | 21. No officer with doubtful integrity or against whom enquiries relating to charges of corruption are pending should be posted in the posts declared as focal points. |

P. L. SIVARAM,
Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

SIX POINT FORMULA—The Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 1975—Inter-Local Cadre Transfers—Orders—Issued.

GENERAL ADMINISTRATION (SERVICES-A)
DEPARTMENT

G.O. Ms. No. 569.

Dated 22nd August, 1977.

READ:

- (1) G.O. Ms. No. 674. General Administration (SPF-A) Department, dated 20th October, 1975.
- (2) G.O. Ms. No. 374. General Administration (SPF.-A) Department, dated 20th May, 1977.

ORDER:

Para 5 (2) of the Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 1975 reads as follows:

“5 (2) Nothing in this order shall prevent the State Government from making provision for—

- (a) The transfer of a person from any local cadre to any office or Establishment to which order does not apply, or *vice-versa*;
- (b) The transfer of a person from a local cadre comprising posts in any office or Establishment exercising territorial jurisdiction over a part of the State to any other local cadre comprising posts in such part, or *vice-versa*; and
- (c) The transfer of a person from one local cadre to another local cadre where no qualified or suitable person is available in

the cadre or where such transfer is otherwise considered necessary in the "Public Interest".

Clause (c) of the sub-paragraph (2) of paragraph 5 of the said order enables the State Government to make a provision for the transfer of a person from one local cadre to another local cadre where no qualified or suitable person is available in the latter cadre, or where such transfer is otherwise considered necessary in the "public interest". Relying on the above provision and also in the light of the orders in the G.O. second cited the following *ad hoc* rule is issued.

The following notification shall therefore be published in *Andhra Pradesh Gazette*:—

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and of all other powers hereunto enabling the Governor of Andhra Pradesh hereby makes the following *ad hoc* rule, namely:—

"Notwithstanding anything in the Andhra Pradesh State and Subordinate Services Rules, or the Special or the *Ad hoc* Rules, transfer of a person, holding post in a category organised into local cadre, under paragraph 3 of the Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 1975 as amended from one local cadre to another shall be made by the Government where no qualified or suitable person is available in the latter cadre or where such transfer is otherwise considered necessary in the public interest".

M. C. MAHAPATRA,
Deputy Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES—Gazetted Officers—Posting to native districts—Further instructions—Issued.

GENERAL ADMINISTRATION (SERVICES-A)
DEPARTMENT

G.O. Ms. No. 408.

Dated 25th May, 1979.

READ the following:—

1. G.O. Ms. No. 468, General Administration (Services-A) Department, dated 27th August, 1973.
2. Memo. No. 1286/Ser.-A/78-1, dated 18th August, 1978.

ORDER:

Orders were issued in the G.O. cited prohibiting the posting of Gazetted Officers to any place in their native districts. Subsequently, orders were issued in the Memo. cited exempting the Tahsildars in the Revenue Department from the operation of these general orders with a stipulation that they should not be posted to their native taluks of the district.

2. The entire matter as to whether or not to allow the Gazetted Officers being posted to their native districts has been examined by the Cabinet Sub-Committee for Political and Assembly Affairs recently. The said Committee, which went into the question, has recommended, among other things, for the consideration of the Government that the existing orders of the Government banning the posting of the Gazetted Officers to their home districts may continue with the following modifications:

- (i) Veterinary Officers, Assistant Agricultural Officers, Officers working in Educational Institutions and Medical Officers not entrusted with the duties of medico-legal cases may be posted to their home districts; and
- (ii) Tahsildars and Block Development Officers be posted to their home districts but outside

the Revenue Divisions comprising their native taluks.

The Government, after careful consideration, have decided to accept the above recommendations and direct that all the concerned authorities should bear these orders in mind while making transfers.

- I. J. NAIDU.

Chief Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES—Gazetted Officers—Posting of Doctors to their native Districts—Ban—Modification—Orders—Issued.

GENERAL ADMINISTRATION (SERVICES-A)
DEPARTMENT

G.O. Ms. No. 221.

*Dated the 2nd May, 1981.**READ the following:—*

1. G.O. Ms. No. 468, General Administration (Services-A) Department, dated 27th August, 1973.
2. G.O. Ms. No. 408, General Administration (Services-A) Department, dated 25th May, 1979.

ORDER:

In partial modification of the orders issued in the G.O. second read above, Government direct that Medical Officers may be posted to their native Districts subject to the condition that they should not be posted to the taluks in which the village from which they come is situated.

S. R. RAMAMURTHI.

Chief Secretary to Government

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES—Gazetted Officers—Posting to
native districts—Further instructions—Issued.

GENERAL ADMINISTRATION (SERVICES-A)
DEPARTMENT

G.O. Rt. No. 3551, Dated 3rd September, 1982.

READ the following:—

1. G.O. Ms. No. 468, General Administration,
(Services-A) Department, dated 27th August,
1973.
2. G.O. Ms. No. 408, General Administration
(Services-A) Department, dated 25th May, 1979.

ORDER:

In partial modification of the orders issued in the references cited, Government direct that Assistant Engineers (R&B) may be posted to their native districts but not to the jurisdiction comprising their native taluks or where they have any property.

B N. RAMAN,
Chief Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES-A)
DEPARTMENT

Memo. No. 620/Ser.-A/84-1, dated 1st May, 1984.

SUB:—Public Services—State and Subordinate Services—Transfers of Gazetted and Non-Gazetted Officers—Regarding.

According to instructions issued in G.O. Ms. No. 1289, General Administration (Services-A) Department, dated 6th November, 1963 no Government servant should be transferred from one place to another before he has put in at least three years of service in the post except on grounds of promotion, or as a measure of penalty or at the Officer's own request in very special cases. If transfers are effected by the competent authority within a period of three years the sanction of the immediate higher authority should be obtained before such transfer is effected.

2. In Memo. No. 2016/66/3, General Administration (AC) Department, dated 12th December, 1966 it has been stipulated that no Government officer or employee should be kept in the same post, listed as a focal point, for more than 3 years and when it is proposed to deviate from this principle the approval of Government in the Administrative Department concerned in respect of Gazetted Officers and of the next higher authority above the appointing authority in respect of non-Gazetted Officers should be obtained.

3. The authority approving the retention of any officer in a focal point beyond the prescribed period should record clearly the reasons therefor. Where in a Department of Secretariat, it is proposed to retain a Gazetted Officer for more than 3 years in a post, listed as a focal point, orders should be obtained in circulation to the concerned Minister and Chief Minister.

4. It has been brought to the notice of the Government that transfers are being made in deviation of the above instructions.

5. All the Departments of Secretariat are requested to bring the above instructions to the notice of all concerned again and ensure that no Government servant is transferred from one place to another before they put in at least 3 years of service except in the circumstances mentioned in G.O. Ms. No. 210, General Administration (Services-A) Department, dated 5th February, 1965 or on the instructions of Government. Where any deviation from instructions is to be made prior sanction of the immediate higher authority should be obtained before such transfer is effected. Any breach of these instructions will be viewed seriously and disciplinary action will be taken against the concerned officers.

SHRAVAN KUMAR,
Chief Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES—Gazetted Officers posting to native districts—Further instructions—Issued.

GENERAL ADMINISTRATION (SERVICES-A)
DEPARTMENT

G.O. Ms. No. 309,

Dated 23rd May, 1984.

READ the following:—

1. G.O. Ms. No. 468, General Administration (Ser.-A) Department, dated 27th August, 1973.
2. G.O. Ms. No. 408, General Administration (Ser.-A) Department, dated 25th May, 1979.
3. G.O. Ms. No. 221, General Administration (Ser.-A) Department, dated 2nd May, 1981.
4. G.O. Rt. No. 3551, General Administration (Ser.-A) Department, dated 3rd September, 1982.

ORDER:

Orders were issued in G.O. first read above to the effect that no Gazetted Officer should be posted to any place in his native district. Exemptions from this G.O. however were made in respect of Officers working in twin cities of Hyderabad and Secunderabad. Further in G.O. Ms. No. 774, General Administration (Ser.-A) Department, dated 18th November, 1975, the ban orders were made applicable *mutatis mutandis* to the Gazetted Officers on foreign service on deputation.

2. The position was reviewed by the Cabinet Sub-Committee for Political and Assembly affairs on 14th December 1978 and based on their recommendation, orders were issued in G.O. second read above, banning the posting of Gazetted Officers to their home district was to remain with the following modifications:—

- (i) Veterinary Officers, Assistant Agricultural Officers, Officers working in Educational Institutions and Medical Officers not entrusted

with the duties of Medico-legal cases may be posted to their home districts; and

- (ii) Tahsildars and Block Development Officers may be posted to their home districts but outside the Revenue Divisions comprising their native taluks:

Subsequently this was modified in respect of Medical Officers who were permitted to be posted to their native districts subject to the condition that they should not be posted to their native taluks.

3. Orders were also issued in G.O. fourth read above, that Deputy Executive Engineers (formerly Assistant Engineers), Roads and Buildings may be posted to their native districts but not to the jurisdiction comprising their native taluks or places where they have any property.

4. The question of posting Gazetted Officers to their native districts has been reconsidered again by the Government and it has been decided that no Gazetted Officer should be posted to any place in his native district except in the case of Officers working in twin cities of Hyderabad and Secunderabad.

5. It is likely that some of the Gazetted Officers may at present be working within their own district. Where such officers have completed two years or more, steps should be taken by the competent authorities to transfer them out as and when convenient.

6. The Departments of Secretariat and Heads of Departments are requested to bring these orders to the notice of all the concerned Officers.

SHRAVAN KUMAR,
Chief Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES-A)
DEPARTMENT

Memo. No. 510/Ser.-A/85-1. dated 14th May, 1985.

SUB:—PUBLIC SERVICES—State and Subordinate Services—Transfers of Gazetted and Non-Gazetted Officers after completion of 3 years—Regarding.

- REF:**
1. G.O. Ms. No. 1289, General Administration (Ser.-A) Department, dated 6th November, 1963.
 2. Government Memo. No. 2016/66-3, General Administration (A.C.) Department, dated 12th December, 1966.
 3. Government Memo. No. 2741/Ser.-A/68-2, General Administration (Ser.-A) Department, dated 21st January, 1969.
 4. G.O. P. No. 543, General Administration (A.R. and T-II) Department, dated 9th August, 1977.
 5. Government Memo. No. 620/Ser.-A/84-1, General Administration (Ser.-A) Department, dated 1st May, 1984.

Instructions have been issued from time to time in regard to the transfer of Government servants from one place to another. According to instructions issued in the reference first cited no Government servant should be transferred from one place to another before he has put in atleast three years of service in the post except on grounds of promotion, or as a measure of penalty or at the officer's own request in very special cases. If, however, transfers are to be affected by the competent authority before expiry of three years, instructions have also been issued to the effect that the sanction of the immediate higher authority should be obtained. In the reference second cited instructions have also been issued that no employee should be kept in the same post, listed as a focal point, for more than 3 years.

2. The entire matter relating to postings and transfers of Government employees has been reviewed and after careful examination, the Government direct that as a rule no transfer be effected before completion of 3 years of service rendered in focal point posts as well as in non-focal point posts except on grounds of promotion or as a measure of penalty or at the officer's own request in very special cases with the orders of the competent authority viz., Government in the case of Gazetted Officers and next higher authority above the appointing authority in the cases of non-gazetted officers. However, persons working in the focal point posts or non-focal point posts whether in the same place or not, may be subjected to transfer immediately after completion of 3 years except in the case of solitary posts in a unit of appointment.

3. All the Departments of Secretariat and Heads of Departments are requested to follow the above instructions scrupulously and any breach of these instructions will be viewed seriously and action will be taken against the concerned officers.

SHRAVAN KUMAR.
Chief Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES-A)
DEPARTMENT

Memo. No. 864/Ser.-A/85-1. Dated 3rd July, 1985.

SUB: PUBLIC SERVICES—State and Subordinate Services—Transfers of Gazetted and Non-Gazetted Officers after completion of three years—Regarding.

- REF:**
1. G.O. Ms. No. 1289, General Administration (Ser.-A) Department, dated 6th November, 1983.
 2. Government Memo. No. 2016/66-3. General Administration (AC) Department, dated 12th December, 1966.
 3. Government Memo. No. 2741/Ser.-A/68-2, General Administration (Ser.-A) Department, dated 21st January, 1969.
 4. G.O. (P) No. 543, General Administration (AR & T-II) Department, dated 9th August, 1977.
 5. Government Memo. No. 620/Ser.-A/84-1, General Administration (Ser.-A) Department, dated 1st May, 1984.
 6. Government Memo. No. 510/Ser.-A/85-1, General Administration (Ser.-A) Department, dated 14th May, 1985.

Instructions were issued in the references cited that no Government servant should be transferred from one place to another before they put in at least three years of service except on grounds of promotion or as a measure of penalty or at Officers' own request in very special cases. Instructions were also issued in Memo. No. 620/Ser.-A/84-1, dated 1st May, 1984 that where any deviation from the guidelines has to be made prior sanction of immediate higher authority should be obtained before such transfer is affected.

2. In spite of the above instructions it has come to the notice of the Government that transfers are being

affected in deviation of the above guidelines. It has, therefore, been decided that in respect of all transfers made by competent authorities below the Head of Department level, the transfers should be reviewed by the Head of Department and a copy of the review should be sent to the concerned Administrative Department in the Secretariat. For the purpose of review, the authority competent to effect the transfer should send a monthly periodical report in the *pro forma* given below so as to reach the Head of the Department and the Government before 10th of every month indicating the position as on the last day of the previous month. In respect of transfers effected by the Head of Department, the concerned Administrative Department should review the transfers effected. All the Departments of Secretariat and Heads of Departments are directed to take disciplinary action against persons responsible if any transfer has been made in deviation of the guidelines referred to in para 1 above.

3. All the Departments of Secretariat and Heads of Departments are requested to follow the above instructions scrupulously and bring these instructions to the notice of all concerned.

SHRAVAN KUMAR,
Secretary to Government.

PRO FORMA

Sl. No.	Name of the post	Name of the person transferred.	Period for which the individual has worked in that post and place	Whether the transfer is in accordance with the guidelines issued.	Reasons for deviation of instructions, if any.
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SHRAVAN KUMAR,
Chief Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES—Non-Gazetted Officers posting
to native Revenue Divisions—Instructions—
Issued.

GENERAL ADMINISTRATION (SERVICES-A)
DEPARTMENT

G.O. Ms. No. 224.

Dated 25th May, 1987.

ORDER:

The Government direct that no Non-Gazetted Officer other than the employees of Last Grade Service (Class-IV) and Drivers should be posted in his native Revenue Division except in the case of those working in Twin Cities of Hyderabad and Secunderabad.

2. It is likely that some of the Non-Gazetted Officers may at present be working within their native Revenue Divisions. In the case of such officers, steps should be taken by the competent authorities to transfer them out gradually as and when convenient, but in any case before completion of the maximum period of 2 years, from the date of issue of these orders.

3. These orders shall *mutatis mutandis* apply to the Non-Gazetted Officers on foreign service on deputation.

4. The Departments of Secretariat and Heads of Departments are requested to bring these orders to the notice of all the concerned Officers.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF
ANDHRA PRADESH)

SHRAVAN KUMAR.

Chief Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES—Gazetted/Non-Gazetted Officers
—Ban on posting—Non-applicability to Schedu-
led Areas in Adilabad District—Instructions—
Issued.

GENERAL ADMINISTRATION (SERVICES-A)
DEPARTMENT

G.O. Ms. No. 396, Dated 24th August, 1987.

READ the following:—

- (1) G.O. Ms. No. 309, General Administration (Services-A) Department, dated 23rd May, 1984.
- (2) G.O. Ms. No. 224, General Administration (Services-A) Department, dated 25th May, 1987.

ORDER:

Orders were issued in the G.O. first read above that no Gazetted Officer should be posted to any place in his native District except in the case of officers working in Twin Cities of Hyderabad and Secunderabad. Similar orders were issued in the G.O. second read above that no Non-Gazetted Officer other than the employees of Last Grade Service (Class-IV) and Drivers should be posted in his native Revenue Division except in the case of those working in Twin Cities of Hyderabad and Secunderabad.

2. The Government hereby direct that the orders issued in the G.Os. first and second read above shall not apply to the posting of Gazetted and Non-Gazetted Officers in the Scheduled Areas in Adilabad district.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF
ANDHRA PRADESH)

SHRAVAN KUMAR,
Chief Secretary to Government.

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