

ONLINE TRANSFER POLICY FOR HAFED EMPLOYEES

The Managing Director, The Haryana State Cooperative Supply and Marketing Federation hereby make the following online Transfer Policy for its employees:-

1 **Vision:**

To ensure equitable distribution of employees of Hafed at different locations in a fair and transparent manner and to maximize job satisfaction amongst employees and further to improve performance of Hafed.

2 **Application:**

This Policy shall be applicable to the posts where filled-up strength (not sanctioned strength) of employees in the cadre is 29 or more.

3. **Definitions:**

In this policy, unless the context otherwise requires:

- (a) **'Blocked Posts'** means the vacancies of a cadre that remain unfilled at any given point of time due to shortage of employees in the department.
- (b) **'Competent Authority'** means the Board of Directors/Board of Administrators (BOD/BOA) of Hafed or any other Officer to whom the Board may delegate its power.
- (c) **'Employees of Special Category'** means the blind employees, or the differently abled employees or their child(ren), spouse or any other differently abled dependent family members, women employees, women headed households, widows, widowers, couple case, employees suffering from Diseases of Debilitating Disorder.
- (d) **'Prescribed Tenure'** means the tenure of appointment for a period of three (03) years. While calculating the tenure of an employee for the purpose of this policy, the date from which someone is working in a district on 31st March of the calendar year of transfer shall be counted irrespective of the fact he has been appointed by temporary transfer or otherwise. An employee has to compulsorily participate in the transfer drive after completion of minimum three years service in a district. However, an employee may also participate willingly in on-line transfer drive subject to the completion of minimum one year of service in a district.
- (e) **'Protected Employees'** means and includes the employees due for retirement on attaining the age of superannuation within 12 months from cut-off date for transfer order generation, as published in schedule at the start of online drive of a cadre of employees suffering from cancer or undergoing dialysis or having undergone by-pass heart surgery or having undergone Kidney or liver transplant or having more than 70% disability (as defined under RPWD Act 2016) or widow having youngest child upto 10 years of age.
- (f) **'Deemed Vacancy'** means a post presently occupied by an employee for the prescribed tenure or by way of temporary transfer or by a contractual employee.

- (g) **'Voluntary Vacancy'** means a post occupied by an employee, who has completed the minimum tenure at a District/Centre/Unit and has exercised his/her option to participate in the general transfer drive under this policy.
- (h) **'Notional Vacancy'** means a post occupied by an employee on initial appointment, promotion, reinstatement after suspension or repatriation from deputation from another Department/Board/Corporation/any other authority, after the preceding On-line Transfer drive. They shall be liable to be compulsorily transferred in the next online transfer drive treating them at par with "Deemed vacancy".
- (i) **'Qualifying date'** for the purpose of calculation of vacant post(s) shall be the 31st March of the calendar year of transfer;
- (j) **'Service'** means duty period and all kinds of leave including extraordinary leave availed by an employee during the prescribed tenure.
- (k) **'Transfer'** means posting/appointment from one district/Head Office to another on or before completion of prescribed tenure in a district/Head Office; The employees in the Cadre of Field Inspector(s) and Managers/Sr. Managers/AGM(Proc. & WH) who are involved in the operation of Procurement & Warehousing of food grains, oil seeds and other such commodities shall be posted directly at the level of designated centers in each district under the on-line transfer drive.

Note: Once the On-line Transfer Policy is put in place and Field Inspectors are transferred accordingly, no official from other ranks/ cadres shall be assigned duty as store-keeper/ custodian of stocks in off-line mode/separate orders. However, in view of administrative reasons, such officials (other than FI(s) cadre) may be considered to be deployed as AFI to assist the store-keeper/custodian.

(l) **'Vacant post for transfer' means**

- I. A post not occupied by any employee;
- II. A post presently occupied by an employee for a period of three years or more;
- III. A post on which an employee has been posted by temporary transfer or due to non-availability of online transfer drive;
- IV. A post occupied by an employee who has been adjudged eligible and allowed by the competent authority to participate in general transfer drive even if he has not completed the prescribed tenure in the district/ Head Office where he is presently posted.

Note:-1. *where there are Blocked posts in a cadre the same shall be excluded from the number of vacant posts for transfer.*

Note:-2. *the post against which an employee has been posted/transferred on compulsion of administrative reasons or litigational nature shall also not be included in the vacant posts for transfer.*

Note:-3. *Total vacant posts shall be determined and notified before the transfer drive every year.*

- (m) **'District'** means the geographical area of the revenue district but including the geographical area of any other district, which is being looked after by a single D.D.O. of Hafed. It will also include any other unit/processing plant of Hafed lying within the geographical area of the district.
- (n) **'State'** mean all the Units of Hafed in the state of Haryana as well as Units situated outside Haryana.
- (o) **'Officers of Doubtful Integrity'** means the employees who are convicted in a court of law or awarded major penalty in criminal or disciplinary proceedings respectively, on charges of lack of integrity, or for an offence involving moral turpitude or against whom such proceedings are pending. An ODI list approved and updated by the Head of the Federation shall be regularly published on the website of the Federation and such employees shall be excluded from the On-line Transfer drive and shall be given posting separately through an administrative order.

4. Merit Criteria for allotment of post:

Merit for allotment of vacant post to an employee will be based on the total composite score of points earned by the employee, out of 80 points, as described below:-

- (i) Age will be the prime factor for calculation of merit points, as tabulated below:

Sr. No.	Major Factor	Maximum points	Criteria for calculation
1.	Age (Qualifying date minus date of birth)	60	Age in number of days/365 days (maximum four decimal points only)

- (ii) Special Factors: A weightage of maximum 20 points can be availed by the employees as Indicated below:-

Sr. No	Major Factor	Sub-factor	Max Points	Remarks
1	Gender	Female	10	10 points will be given to all female employees.
2	Special Category Female employees	unmarried employees of more than 40 years of age, widow, divorced, judicially separated.	10	All female employees of this category will be given 10 points.
3.	Spouses of military/ Paramilitary personnel	Spouse of Serving Military/paramilitary personnel.	10	All employees of this category will be given 10 points.
4.	Special Category male employees	Widowers who have not re-married and have one or more minor child/children and /or unmarried daughter(s)	5	Eligible widowers may be given 5 points only

Sr. No	Major Factor	Sub-factor	Max Points	Remarks
5	Differently abled persons	All kind of disabilities as defined under RPWD Act-2016	20	For employees having disabilities, the points will be given based on the percentage of disability, which is as follows: 40% to 50% = 10 points above 50% and upto 70% = 20 points.
6	Diseases of Debilitating Disorders (Refer Annexure-I)	Self/Spouse/ unmarried Son/ Daughter	10	Certificate valid on the qualifying date issued by AIIMS, PGI Rohtak, Government Medical Colleges Situated in Haryana/UT of Chandigarh/ Delhi, PGI Chandigarh or duly constituted Medical Board only.
7	Differently abled or mentally challenged child/children	Employees having mentally challenged or 100% differently abled child/ children	10	Employees having mentally challenged or 100% differently abled child/children will be given maximum 10 points.
8.	Couple case	Applicable to employees working in regular capacity	5	Employees working on regular basis whose spouse is working in any department/ Board/ Cooperation under any State Govt. or Govt. of India. This benefit is also admissible in case Husband and wife both are working in the same department.
9.	Performance Indicator, as defined by the Competent Authority.	Applicable to all employees.	5	An employee earning good performance through ACR of last one year. In case, the ACR of last one year is not available, any ACR during the last 3 years can be considered. The grading of last ACR available will be as under:- Outstanding=5 Very Good=4 Good=3 Others=0 However, no point will be given in this sub factor in case of an employee is awarded with punishment during last 3 years under Hafed Common Cadre Rules, 1988 (updated upto 30.04.2024).

Note: List of Diseases of debilitating disorder has been mentioned in the **Annexure-I**, which will be maintained by Human Resource Department. Based on the feedback received from various stakeholders the list may be examined and revised by Human Resource Department in consultation with Health Department from time to time.

5. Procedure to be adopted:

(i) *Creation and Initiation of Transfer Drive*

- a. The entire process is to be carried out on a HRMS integrated Transfer Software Platform.
- b. The detailed schedule of online transfer drive including tentative cut off dates for each of the steps will be decided with the approval of the competent authority well in advance, preferably at least one month before the initiation of online transfer drive.

- c. The competent authority through the admin user will create the online transfer drive and complete the process of updation of employee data (fetched from HRMS), within fifteen (15) days of creation of the drive

(ii) *Employee Data Verification and Authentication*

- a. The admin user will publish score and tenure details of all the employees in the cadre
- b. The employees will validate the data or raise objection(s) within seven (7) days of publication. The employee will submit the same through a one-time password (OTP) based system. In case, the employee does not validate the data within the stipulated period, then the data as decided by the competent authority will be considered to be final for the respective drive.
- c. The admin user will get the objections decided, if any, from the competent authority and publish the decision taken within next ten (10) days from the last date of raising objections. The decision of the competent authority will be final.
- d. The admin user will complete this entire stage within maximum twenty five (25) days.
- e. No further representation with respect to score and tenure will be entertained for the respective drive, after this stage.
- f. In case it comes to the notice of the competent authority, during or after the transfer drive, that some wrong, incorrect or false data has been indicated by the employee, she/he will be taken out of transfer drive and be posted anywhere in state by the competent authority.
- g. The admin user will publish the final score of the employees along with the list of eligible employees under 'Deemed', Voluntary' and Notional' categories. The list of employees under voluntary category will also include employees falling under Protected Category. The list so published shall be visible to all the employees participating in the On-line Transfer drive.

(iii) *Accessing the Vacant Posts*

- a. Voluntary Participation: The consent for voluntary participation will be taken from those employees who have not completed their prescribed tenure of 3 years but have completed atleast 1 year tenure and want to participate in the On-line transfer drive which includes *Protected* employees also.
- b. After publication of score under, the said employees may be given a period of five (5) days to opt for voluntary participation.
- c. The authentication by employees in this stage will also be OTP based.
- d. If employee fails to exercise the option, the said employee will not be considered for Participation in respective drive.

(iv) *Rationalization Process*

Before implementation of the On-line Transfer drive, the first step shall be rationalization of posts.

- a. The complete exercise of rationalization will be undertaken within fifteen (15) days from the closing date of identifying the vacant post after taking into the account number of voluntary participating employees.
- b. Post in any District/Centre/unit may be blocked by the competent authority and not available for filling up in transfer drive under this policy: -
 - i. Where a rationalization exercise has or is being undertaken to redistribute or ascertain the number of posts in any District/Centre/unit based on norms of filled up strength of staff.
 - ii. To ensure that vacancies are not clustered in any single unit consequent to the transfer drive
 - iii. To ensue administrative efficiency.
- c. Consequent to rationalization undertaken, there may be a possibility that the number of employees posted in any unit are in excess of the total required posts in accordance with norms. Such employees in excess to norms, who belong to the Protected Category, shall not be transferred without their consent subject to the condition that not more than 50% of such excess employees in that unit belong to the Protected category. Further, excess employees other than those belonging to the Protected Category will be required to participate in the transfer drive, failure of which they may be posted on the basis of available vacancies anywhere in the State.
- d. After undertaking the exercise for identifying Blocked posts hereinabove, the vacant posts available under the transfer drive for which an employee can apply, along with list of employees under deemed, voluntary, notional and excess category etc. shall be published
- e. Thereafter, the exercise of final rationalization shall be under taken and the relevant details including complete list of vacant posts shall be published for which an employee can apply for, along with list of employees under deemed, voluntary, notional and surplus category etc.

(v) *Choice Filling*

- a. The choice will be given to all eligible employees for submitting preferences of their districts/centers/units and/ or posts out of the available districts/centers/units and/ or posts. In case, no preference submitted by an employee, she/he will be considered for posting to/in any district/center/unit and/ or posts in 'anywhere in the State'.
- b. Total vacancies in each cadre can be availed by an employee for choice filling and there shall not be any bar on number of choices to be filled up by an employee. Further, an employee can exhaust the choices by opting for one district. The said employees shall be given a period of seven (7) days, to fill in their preferences. She/he can modify/alter the choices

during the said period of 7 days. However, the choices last filled at the time of closing of 7 days period shall be considered as final.

- c. The authentication by employees in this stage will also be OTP based.

(vi) *Unit and/or posts Allocation*

- a. Merit criteria for allotment of district/center/unit and/ of posts will be as per Para 4. The employees under Protected category will be assigned maximum (80) merit points.
- b. Hafed will undertake exercise to check whether, all employees have been allocated district/center/unit and/ or posts or not within five (5) days.
- c. Further, in case of tie amongst employees, the following order will be adopted to allocate the opted post to such employees:-
 - i) Older in age ii) Female iii) on the basis of marks obtained for performance mentioned at Sr. No. 9 of Point No. 4 (ii) i.e. *special factors*.
- d. in case of employees who have not been allocated any post of their preferred choices based on their merit or who have not filled any choice shall be posted in "Anywhere in the State". The employees will be given one last chance to fill choice against the remaining available vacancies at that point of time by giving them 3 days to do so. In case an employee does not opt for choice filling for the remaining posts, she/he will be transferred "*anywhere in the State*" as per online portal.

(vii) *Transfer order generation*

- a. The transfer orders will be generated and issued after the approval from the competent authority.
- b. All transfers will be implemented within seven days of their issuance.
- c. The Drawing and Disbursing Officer (DDO) concerned will not draw the salary of the employees who have not complied with the orders.

(viii) *Grievance Redressal*

- a. Within 15 days of issuance of orders, an employee aggrieved with the transfer process can represent the competent authority through an IT based platform only after joining at the new place of posting.
- b. Her/his representation will be considered in accordance with the policy and the decision taken will be conveyed to her/him within fifteen (15) days.

6. Bar against canvassing:

No employee shall canvass for his case except through a representation to the Head of Office or to higher authorities in Haryana, as per this policy. All other individual representations shall be treated as an attempt to bring extraneous influence on the due process. No relief can be sought except the one already sought under this policy.

7. Other Provisions:

- i. After completion of transfer drive, *recently* married, *recently* widowed/ divorced/judicially separated employees will be given preferred placed of posting against available vacancy manually on their request subject to them necessarily having to participate in the next General Transfer Drive and they will avail 80 points under protected category for one time.

EXPLANATION: For the purpose of this para “*recently*” means period between the qualifying date of previous transfer drive and the qualifying date of recently completed transfer drive.

- ii. When the Online Transfer Drive is not in process, an employee may submit her/his representation for temporary transfer/ shifting of Head Quarter on the basis of some genuine and compelling reasons, including:
 - a. On medical grounds of self or immediate family member (husband/wife/children/ parents) along with a medical report, or
 - b. On the ground of death of a member of the family, or
 - c. On the ground that he has less than one year left to attain the date of superannuation,

to a committee headed by Secretary, Hafed with CGM, GM(F&A) and concerned officer of the Administration Division dealing with the establishment of that officer/official, who will examine the said representation.

The Committee after due scrutiny and giving specific reasons will send its recommendations to the Competent Authority for approval of the proposal for temporary Transfer/shifting of Head Quarter. The decision taken by the competent authority will be conveyed to the employee.

- iii. The Competent Authority retains the prerogative to transfer any employee on administrative grounds including on complaint basis.

- iv. **Time Schedule for online transfers:**

- (a) General online transfers will be made only once in a year. However, transfer/posting necessitated by promotion, direct recruitment, posts needed to be filled up in public interest, can be made any time by the competent authority.
- (b) The On-line Transfer drive will be initiated on 1st February and completed upto 15th March every year and/or as per exigency/convenience of the Federation.

- v. **Liable to be posted anywhere:**

Employees are liable to be transferred under this Policy in any district or anywhere in the State or outside the State, in public interest, on completion of prescribed tenure.

8. **Appointment by promotion/direct recruitment:**

Employees taken in a cadre through direct recruitment//deputation/ promotion/ repatriation/reinstatement after suspension will be posted in the district of eligibility and availability.

9. **Opportunity of option to certain categories:**

The following categories of employees will not be transferred under current transfer drive, unless they desire to participate in the transfer drive, even if their service tenure is less than 1 year:-

- (a) Employees having 12 months or less in retirement on the date of next transfer drive;
- (b) Unmarried female employees upon marriage;
- (c) Married female employees upon divorce; or
- (d) Widow or widower employees on the death of spouse;

They may be permitted to participate in the next transfer drive after the event.

10. **Power to relax:**

Notwithstanding anything contained in the policy, the Managing Director, Hafed with the prior approval of the Board of Directors/ Board of Administrators of Hafed (Competent Authority) shall be competent to transfer an employee to any place in relaxation of any or all of the above provisions after recording reasons justifying such relaxation.

Note: The instructions regarding On-line Transfer Policy issued by Government of Haryana from time to time will be adopted in Hafed's On-line Transfer Policy wherever the above On-line Transfer policy of Hafed remains silent and it is necessary to adopt any clause as per Hafed's requirements.

ANNEXURE- I

List of diseases of debilitating disorder read with note (i) below para 4(ii) (6) of the On-line Transfer Policy.

(Refer to para 4 of the On-line Transfer Policy)

1. Chronic Heart Diseases and Chronic artery diseases.
2. Chronic renal failure
3. Brain tumors & Malignancy of different organs.
4. Paraplegia/ quadriplegia/Hemiplegia.
5. Multiple Sclerosis, Myasthenia Gravis, Parkinson's Diseases.
6. Thalassemia, Hemophilia, Aplastic Anaemis, Myelodysplastic Disorder.
7. AIDS.
8. Liver and Kidney transplant.
9. Cystic Fibrosis.
10. Type-I Diabetes.