

## ONLINE TRANSFER POLICY FOR HAFED EMPLOYEES

The Haryana State Cooperative Supply and Marketing Federation Limited (hereinafter referred to as HAFED) hereby makes the following online Transfer Policy for its employees:-

### 1. **Vision**

To ensure rational distribution of employees of a cadre, in a fair and transparent manner, to achieve maximum administrative efficiency and to optimize job satisfaction amongst employees in Hafed.

### 2. **Application**

- (i) This Policy shall be applicable to all employees working on respective posts/cadres as decided by the Competent Authority, which shall publish the list of posts/cadres that are covered under this policy alongwith the "Prescribed Tenure", "Minimum tenure" and "Unit" for each cadre. This list alongwith aforementioned variables may be revised by the competent authority from time to time, as per administrative requirements. For each cadre, the detail as mentioned herein, as decided by competent authority, shall be read as part of this Online Transfer Policy for that cadre.
- (ii) All posts of a cadre including Headquarter posts (wherever applicable) will be included in the Transfer Drive, under this policy.

### 3. **Definitions**

In this policy, unless there be anything repugnant in the subject or context;

- (i) '**Blocked Posts**' means the posts in a cadre which will not be included in vacant post for transfer in an online transfer drive.
- (ii) '**Cadre**' means employees working on a post or a specific group of posts, performing similar nature of work. For instance;

The employees working on the post of Manager, Sr. Manager and AGM(Proc. & WH), who are posted / to be posted as Centre In-Charge in the operation of Procurement & Warehousing of food grains, course grains, oil seeds, pulses and other such commodities, may be clubbed together in a cadre for the purpose of transfer through online transfer drive.

Similarly, the employees working on the post of Accountant and Senior Accountant, who are involved in the operation of Finance & Accounts, may be clubbed together in a cadre for the purpose of transfer through online transfer drive.

Further, the employees working on the post of Section Officer(A/cs) and AGM(A/cs), who are involved in the operation of Finance & Accounts may be clubbed together in a cadre for the purpose of transfer through online transfer drive.

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

- (iii) **'Competent Authority'** means the Board/Board of Directors/Board of Administrators (BOD/BOA) of Hafed or any other Authority to whom the Board may delegate its power.
- (iv) **'Eligible Employee'** means an employee who is eligible to participate in the Transfer Drive as per the provisions of this policy;
- (v) **'Immediate Family'** means all the members of a family holding common Parivar Pehchan number issued under the Haryana Parivar Pehchan Act, 2021;
- (vi) **'Minimum Tenure'** means the minimum period of stay at one unit i.e. one year, after which an employee can voluntarily participate in the transfer drive. While calculating the minimum tenure of an employee at one unit on the qualifying date,
  - a) Duty period in a unit will be included;
  - b) Period of training/deputation/deployment provided posting is made in the same unit where posted before proceeding on training/deputation/deployment;
  - c) Period of suspension if the head quarter is not changed for suspension period and posted on reinstatement within the same unit where the posting was before suspension;
  - d) The period spent by the employee on a temporary transfer at some other unit(s), during the aforesaid tenure of stay will also be included;
  - e) the period spent by the employee on Extraordinary Leave/ Child Care leave/ Earned Leave will not be included;
- (vii) **'Prescribed Tenure'** means the maximum period of stay of an employee at one given unit i.e. three years. While calculating the prescribed tenure of an employee at one unit on the qualifying date,
  - a) Duty period in a unit will be included;
  - b) Period of training/deputation/deployment provided posting is made in the same unit where posted before proceeding on training/ deputation/ deployment;
  - c) Period of suspension if the head quarter is not changed for suspension period and posted on reinstatement within the same unit where the posting was before suspension;
  - d) The period spent by the employee on a temporary transfer at some other unit(s), during the aforesaid tenure of stay will also be included;
  - e) The period spent by the employee on Extraordinary Leave/Child Care leave will not be included.



(viii) **'Protected Employee'** means and includes:

- (a) the employee due for retirement on attaining the age of superannuation within 12 months from cut-off date for transfer order generation, as published at the time of transfer drive creation of the cadre; or
- (b) the employee undergoing treatment for cancer or undergoing dialysis or having undergone by-pass heart surgery (during last 2 years) or having undergone organ transplant; or
- (c) the employee having more than 70% disability (as defined under RPWD Act 2016); or
- (d) the employee who is a widow having youngest child upto 10 years of age;

(ix) **'Qualifying date'** means the date as fixed by the competent authority for the purpose of calculation of Merit point & calculation of minimum and prescribed tenure;

(x) **'Temporary Transfer'** means and includes a posting by any nomenclature made temporarily within the department, on administrative or personal grounds or in public interest and includes temporary transfer, deputation, shifting of Headquarters etc. Further, in case of temporary transfer of state cadre employees across departments and/or organizations, the period spent on such temporary transfer, shall also fall within the purview of the definition of temporary transfer. It will also include a posting of any employee to any Unit wherein the period of stay of the employee remains less than six months.

(xi) **'Transfer'** for the purpose of this policy means posting/transfer from a unit to another, on or before completion of prescribed tenure to/in a unit;

(xii) **'Vacant Post for transfer'** means posts available after rationalization to employees participating in a transfer drive and will include post from amongst:

- a) A post not occupied by any employee shall be called an **actual vacancy**;
- b) A post presently occupied by an employee for the prescribed tenure or by way of temporary transfer or by a contractual employee shall be called a **deemed vacancy**;
- c) A post occupied by an employee, who has completed the minimum tenure at a unit and has exercised her/ his option to participate in the general transfer drive under this policy shall be called a **voluntary vacancy**;
- d) A post occupied by an employee on initial appointment, promotion, reinstatement after suspension or repatriation from deputation from another Department/Organization other authority, after the preceding online transfer drive shall be called a **notional vacancy**;

(xiii) **'Unit'** means an area(s), such as Head Office, District Office, Processing Plant, Marketing Office, etc. situated within or outside the State of Haryana, as prescribed by the competent authority for the purpose of calculation of prescribed tenure and minimum tenure for transfer of an employee under this policy.

**Note:** Godowns/Warehouses will not be treated as a separate Unit, but will be considered as a part of concerned District Office/Processing Unit.

'District' means the geographical area of the concerned revenue district. It will also include the geographical area of any other district, which is being looked after by a single Drawing & Disbursing Officer (DDO) concerned.

#### 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 weight-age 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.	Special Category Male Employees	Widowers who have not re-married and have one or more minor child/children and /or unmarried daughter(s)	10	Eligible widowers may be given 10 points only
4	Couple case	Applicable to employees working in any department/ organization under any State Government/ Government of India	5	All employees of this category will be given 5 marks
5	Spouses of military/ Paramilitary personnel	Spouse of Serving Military/Paramilitary personnel	10	All employees of this category will be given 10 points
6	Diseases of Debilitating Disorders" (Refer Annexure-I)	Self/Spouse/ unmarried Son/ Daughter/dependent family member	10	Certificate valid on the qualifying date issued by duly constituted Medical Board of AIIMS/ PGI-Chandigarh/PGI-Rohtak/Government Medical colleges situated in Haryana or Delhi or Chandigarh
7	Differently abled or mentally challenged child/Children/ dependent family member	Employees having mentally challenged or 100% differently abled child/ children/ dependent family member	10	Employees having 100% differently abled or mentally challenged child/children/ dependent family member will be given maximum 10 points.



Sr. No	Major Factor	Sub-Factor	Max Points	Remarks
8	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 following Between 40% to <50% - 10 marks Between 50%to<60%- 15 marks Between 60% to 70%-20 marks
9.	Disciplinary proceedings under Major Penalty	An employee who has been awarded major penalty under Hafed Common Cadre Rule, 1988.	(-10) Marks	Negative Marks During the currency of the punishment

## 5. Procedure to be adopted

### (i) Creation and Initiation of Transfer Drive

- The entire process is to be carried out through "Hafed's transfer application/module" which shall be integrated with HRMS.
- 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 Managing Director well in advance, preferably at least one month before the initiation of online transfer drive.
- Managing Director will get the online transfer drive created 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

- The Nodal Officer will publish score and tenure details of all the employees in the cadre
- 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 Managing Director will be considered to be final for the respective drive.
- The Nodal Officer will get the objections decided, if any, from the Managing Director and publish the decision taken within next ten (10) days from the last date of raising objections.
- After the communication of decision, if the employee is still not satisfied with the decision so taken, may again raise objection within 3 days of receipt of said decision. On re-examination of the Objection, the decision of Managing Director will be final.
- No further representation with respect to score and tenure will be entertained for the respective drive, after this stage.
- The Nodal Officer will complete this entire stage within maximum twenty five (25) days.

- g) In case it comes to the notice of the competent authority/ Managing Director, 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 will be posted anywhere in state by Managing Director.
  - h) The Nodal Officer will publish the final score of the employees along with the list of eligible employees under 'Deemed', 'Voluntary', 'and 'Notional' categories.
- (iii) Voluntary Participation
- a) Thereafter, the consent for voluntary participation will be taken from those employees who have not completed their prescribed tenure but have completed minimum tenure and also from those employees falling under protected category.
  - b) After publication of score under, the said employees may be given a period anywhere between three (3) to seven (7) days to opt for voluntary participation.
  - c) The authentication by employees in this stage will also be One Time Password (OTP) based.
  - d) If employee fails to exercise the option at this stage, the said employee will not be considered for participation in ongoing transfer drive.
- (iv) Rationalization Process
- a) Hafed will undertake rationalization to redistribute or ascertain the number of posts in any unit based on administrative requirements and efficiency. This entire stage will be completed within fifteen (15) days.
  - b) Within first seven (7) days Hafed will undertake the preliminary rationalization exercise. There may be a possibility that the number of employees posted in any unit are in excess of the administrative requirement. Such surplus employees will be required to participate in the ongoing transfer drive. Amongst such surplus employees, the employee with the longest stay shall have to participate in the transfer drive. In case where more than one employee are having the same period of stay, then the younger employee shall have to participate in the transfer drive.
  - c) Further surplus employees, 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.
  - d) Hafed will publish tentative details of posts that are to be opened alongwith list of deemed/notional and a tentative list of voluntary/ surplus employees, in the ongoing transfer drive.
  - e) Within next three (3) days, the employees who had earlier given their consent under voluntary participation will be given an option to withdraw their consent. It will also be One Time Password (OTP) based. Thereafter, the employee will not be permitted to withdraw her/ his consent and will have to participate in the ongoing transfer drive.
  - f) After undertaking the final exercise for identifying blocked posts hereinabove, vacant posts available for transfer shall be published for which an employee can apply, alongwith list of employees under deemed/ voluntary/ notional/ surplus category.



(v) Choice Filling

- a) The choice will be given to all eligible employees for submitting preferences of their unit(s). In case, no preference is submitted by an employee, she/he will be liable to be posted to/in any unit under 'anywhere in the State'.
- b) The said employees may be given a period anywhere between three (3) days to seven (7) days, to fill in their preferences.
- c) The authentication by employees in this stage will also be One Time Password (OTP) based.

(vi) Unit Allocation

- a) Merit criteria for allotment of unit will be as per Para 4. The employees under Protected category will be assigned maximum (80) merit points.
- b) In case of tie amongst employees, the following order will be adopted to allocate the opted unit to such employees:-
  - Older in age
  - Female
  - Name in alphabetic order
- c) The Nodal Officer will undertake exercise to check whether, all employees have been allocated unit(s), within five (5) days.
- d) In case of employees who have not been allocated any unit(s) of their preferred choices based on their merit or who have not filled any choice, before posting them in "Anywhere in the State", the employees will be given one last option to fill choice against the remaining available vacancies at that point of time.
- e) During unit allocation, in case of a deadlock i.e. an employee under deemed category is proposed to be allotted to the same unit from where she/he, then she/ he has to mandatorily participate in the next transfer drive of the cadre.

(vii) Transfer Order Generation

- a) The transfer orders will be generated and issued after the approval from the Managing Director.
- b) All transfers will be implemented within ten (10) days of their issuance.
- c) The Drawing & Disbursing Officer (DDO) concerned will not draw the salary of the employees who have not complied with the orders.

**Note:-** If due to any administrative or technical reasons, the said timelines could not be adhered to, the competent authority may extend the said timeline maximum by one month (in total) after recording the reasons in writing.

(viii) Grievance Redressal

- a) Within 15 days of issuance of orders, an employee aggrieved with the transfer process can represent to the Managing Director through intra haryana.nic.in 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. Other Provisions**

- (i) When the Online Transfer Drive is not in process, a female employee who has recently been married/ widowed/ divorced/ judicially separated, and submits a manual representation to Managing Director within six months of the occurrence, will be eligible for a preferred posting against any available vacancy, as a one-time consideration.
- (ii) When the Online Transfer Drive is not in process, an employee may submit her/his representation on intraharyana.nic.in platform only, for temporary transfer/ shifting of Head Quarter on the basis of following compelling reasons:
  - a) On medical grounds (as per list of diseases of debilitating disorder mentioned in Annexure -I) of self or immediate family member alongwith a medical certificate issued by duly constituted Medical Board of AIIMS / PGI-Chandigarh / PGI-Rohtak / Government Medical colleges situated in Haryana or Delhi or Chandigarh.
  - b) On the ground of death of member of immediate family ; or
  - c) On the ground that he has less than one year left to attain the date of superannuation.

Managing Director, Hafed will examine the genuineness of the same and send the case with clear cut recommendation to the Chief Minister for decision on the proposal. The decision thus taken will be conveyed to the employee.

- (iii) Transfer proposal of any employee may be referred by Hafed to the Chief Minister for approval in public interest or on administrative ground. Further, the Chief Minister retains the prerogative to transfer or exclude any employee from transfer by giving relaxation in this policy.
- (iv) Liability to be posted anywhere - Under this policy, Employees are liable to be transferred in/at any unit and/ or posts or anywhere in the State.
- (v) It will be ensured that data of all the employees is updated in HRMS. Every employee will be responsible for the accuracy and regular updation of data in respect of his / her credentials and data in HRMS shall be presumed to be true for all intents and purposes, otherwise Hafed will be at liberty to post him/her in / at any Unit or anywhere in the State.
- (vi) Managing Director shall designate a Nodal Officer (Only Group A or Group B employee) shall be designated who will assist Managing Director in implementation of this policy for various cadres in Hafed.
- (vii) No transfer of employee of the Cadre, shall be undertaken when the online transfer drive is in process.

## **7. Bar against canvassing**

No employee shall canvass for his case except through a representation to the Managing Director, 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.



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

Employees taken in a cadre through initial appointment, promotion, reinstatement after suspension or repatriation from deputation from another Department/Organization other authority will be posted in the unit and/ or posts of eligibility and availability. Thereafter, they will fall under "Notional category" and will have to compulsorily participate in the upcoming transfer drive for the said cadre.

**9. Clarification & Implementation**

In case of any doubt or difficulty in making out the true intention of the provision of this policy, Managing Director will be competent to clarify such doubt or to remove such difficulty.

**10. Power to relax**

Notwithstanding anything contained in the policy, the Managing Director, Hafed may with the prior approval of Chief Minister, Haryana, relax any or all of the provisions after recording reason justifying such relaxation.

### ANNEXURE- I

List of diseases of debilitating disorder read with note (ii) below para 4(b) (6) of the On-line Transfer Policy, 2023.

1. Chronic Heart Diseases and Chronic artery diseases (Congenital or acquired), including Cardiomyopathy & Heart Failure.
2. Chronic Cardiac Dysrhythmias.
3. Interstitial Lung Disease (ILD).
4. Cystic Fibrosis.
5. Cirrhosis of Liver.
6. Chronic Renal Failure.
7. Epilepsy.
8. Paraplegia/Quadriplegia/Hemiplegia.
9. Parkinson's Disease.
10. Degenerative Disorders of Nervous Systems e.g. Motor Neuron Disease.
11. Chronic Demyelinating disorders of central & peripheral nervous systems
12. Autism Spectrum Disorders.
13. Cerebral Vascular Accident (CVA).
14. Multiple Sclerosis.
15. Myopathies.
16. Thalassemia.
17. Haemophilia.
18. Aplastic Anaemia.
19. Cancer – All type of Malignancies
20. Schizophrenia.
21. AIDS.
22. Organ Transplant (Heart/Liver/Kidney/Lung/Intestine)