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GOVERNMENT OF ASSAM
PANCHAYAT AND RURAL DEVELOPMENT DEPARTMENT
DISPUR: : GUWAHATI-781006

No. PDA.359/2016/59

Dated, Dispur the 29th April, 2017.

OFFICE MEMORANDUM

The Gaon Panchayat Secretary/Junior Engineer/ Accountant/Gram Sevak/Gram Sevika are holding a key position in implementation of various development Schemes under Panchayat & Rural Development Department and as such, in the interest of public service, it is desirable for periodical change of place of their posting.


With a view to streamlining and rationalisation of the process of transfer and posting of G.P Secretary/ Junior Engineer/ Accountant/Gram Sevak/Gram Sevika under the establishment of Panchayat & Rural Development Department, the Department has decided to take up the transfer and posting of these Officials as per the following manner.

Tenure: Post of Gaon Panchayat Secretary/Junior Engineer/ Accountant/Gram Sevak/Gram Sevika are transferable. It is desirable that periodical change of place of posting is required in the interest of the incumbents as well as in the public interest. The Officials should not remain in the same place of posting for more than 3 years except in exceptional cases where period of continuous stay in one place may be extended with approval from Hon'ble Minister in-Charge of the Department.

Whenever public interest demand, the Official should be transferred from his posting even before completion of 3 years. Action will be taken by the authority after going into the merit of each case recording the proper ground for the transfer and also with approval from appointing authority.

Redressal of the grievances: There are instances wherein Secretaries of Gaon Panchayats approached Hon'ble Gauhati High Court seeking remedy against transfer order without approaching the authority concerned. Such

of



practices should be totally avoided and all the Officials should first exhaust the avenues available for the same within the department itself before going for redressal in the court. Secretary to the Govt. of Assam, Panchayat & Rural Development Department is the appellate authority for this purpose.

Time for handing and taking over charges : The transfer orders once issued are meant to be complied with immediate effect and whenever transfer orders are issued the same should invariably be complied with without fail within the period of 7 days of the orders being issued. In case the Secretary of Gaon Panchayat does not handover charge within the prescribed period, the Secretary should be deemed to have been relieved immediately after expiry of the above period. If transfer orders are not stayed or kept in abeyance within the said period, then the transferred Officials would be deemed to have been automatically relieved from his post and LPC of the concerned Official shall be issued by BDO/DDO/CEO of Z.P without fail.

The order transferring the Gaon Panchayat Secretary/Junior Engineer/ Accountant/Gram Sevak/Gram Sevika will state clearly which Officials will move first and the first mover shall handover charge to the BDO or any of the Extension Officers of the Block as directed by the BDO and proceed to take over charge in his new place of posting where he has been transferred to.

The charge reports should be submitted by the Officials to the competent authority whenever they proceed on transfer, etc. Non receipt of the charge reports especially by the competent authority concerned defeats the purpose of maintaining of records and also leads to unavoidable and unwarranted difficulty in managing the cadre smoothly. Some times the Officials himself is put to difficulties because of his act of omission and commission.

It is, therefore, to be ensured that whenever charges of a post are to be handed over and taken over reports are kept properly.



Zone-A: 1) Dhubri, 2) South-Salmara Mankachar 3) Bongaigaon, 4) Barpeta 5) Goalpara.

Zone-B: 1) Nalbari 2) Kamrup 3) Kamrup(M) 4) Morigaon 5) Darrang.

Zone-C : 1) Nagaon 2) Sonitpur 3) Hojai

Zone-D: 1) Golaghat 2) Jorhat 3) Majuli

Zone-E : 1) Sivasagar 2) Charaideo 3) Dibrugarh 4) Tinsukia

Zone-F : 1) Biswanath 2) Lakhimpur 3) Dhemaji

Zone-G : 1) Cachar 2) Hailakandi 3) Karimganj.

Random system for selecting Gaon Panchayats for posting on Transfer:

For transfer within the Zones, selection of the Gaon Panchayats will be done through random system(Lottery) against the names of the Officials proposed to be transferred. The Lottery will be conducted by the following panel.

Commissioner, P & RD, Assam or his representatives not below the rank of Joint Director	Chairman.
CEO, Zilla Parishad of the districts within the zone	Members.
Joint Director, HR(O/O- CPRD)	Member Secretary.

The following Steps are to be undertaken for conducting the lottery.

Step -1 : List of Officials who has completed 3 yrs of posting will be prepared by the Commissionerate.

Step-2 : Lottery will be held on a designated day duly notified by Commissioner, P & RD, Assam or his representatives not below the rank of Joint Director or CEO, Zila Parishad giving 7 days time to Committee members. The lottery will be held in the presence of all Committee Members in a transparent manner.

Step-3: The place of posting for the Officials under consideration for transfer will be taken out during the Lottery. Lottery will

continue for transfer till he gets a place of posting in a District other than his home district or the place where he is presently posted.

District wise panel of Officials proposed to be transferred will be developed by the Commissionerate to be sent to the Committee. The Committee will conduct the lottery to identify the place of posting to which the Officials will be transferred. The names of Officials which will come under the purview of the proposed transfer will be written in the pieces of paper and kept in two containers. Against each of the proposed Officials, one folded paper having the name of panchayat will be drawn. Minutes showing the list of Officials against new place of posting identified on the basis of the lottery will be prepared and signed by the members and the Chairman. Final transfer orders will be issued on the basis of the lottery results so conducted.

The procedures stated above shall strictly be adhered to except in exceptional cases which may be exempted/alterd with approval from Hon'ble Minister in-charge of the Department.

Proposal of transfer by the Committee will be undertaken by the Committee annually during the 1st week of May and execution of transfer orders to be completed by 2nd week of May.

Sd/-

(M.G.V.K. Bhanu, IAS)

Addl. Chief Secretary to the Govt. of Assam
Panchayat & Rural Development Department.

Memo No. PDA.359/2016/59-A

Dated, Dispur the 29th April, 2017.

Copy to: 1) P. S to Hon'ble Minister, Panchayat & Rural Development for kind appraisal of the Hon'ble Minister.

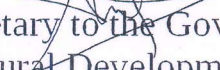
2) The Commissioner, Panchayat & Rural Development, Assam, Panjabari, Juripar, Guwahati-37.

3) All Deputy Commissioner.

4) All Chief Executive Officers of Zilla Parishad.

5) Guard File

By Order etc.


Joint Secretary to the Govt. of Assam
Panchayat & Rural Development Department.

*P. Mazumdar,
Computer operator &
content creator, P&RD(A)
for uploading in the departmental
web site.*