



**GOVERNMENT OF ASSAM
GENERAL ADMINISTRATION (SECTT.-ESTT.) DEPARTMENT
DISPUR ::: GUWAHATI-6**

Block-A, Ground Floor, Janata Bhawan, sad.assam@gov.in, gad.assam.gov.in

eCF No.200694/24

Dated Dispur, the 13th June , 2023.

OFFICE MEMORANDUM

Subject: Transfer policy in respect of officials under the Assam Secretariat Services and Assam Secretariat Subordinate Services.

Whereas, it has been observed that the General Administration (Sectt Admn. Br.) Department have issued several circulars, Office Memorandums and Office Orders, etc. from time to time regarding transfer and posting of officials under Assam Secretariat Service and Assam Secretariat Subordinate Service;

Whereas, it has become imperative to sum up all such previous Orders and draw a comprehensive policy; and

Whereas, it has been observed that a large number of employees often apply for transfer.

Therefore, after careful consideration of all aspects and in supersession to all previous Office Orders, Office Memorandums and Notifications issued in this regard by this Department, the Government of Assam in General Administration Department has decided to adopt a policy transfer of officers/staff under Assam Secretariat Services and Assam Secretariat Subordinate Services with the following terms and conditions:

A. Eligibility criteria for annual transfer

- i. The tenure of service of an Officer in the rank of Under Secretary or Deputy Secretary or Joint Secretary or Additional Secretary in a Department shall be 3 (three) years from the date of joining in the Department. The Officers shall be transferred and posted to another department on completion of 3(three) years.
- ii. The tenure of service of a Section Officer (S.O.) or Assistant Section Officer (A.S.O.) or Junior Administrative Assistant (Jr.A.A.) or Senior Grade Computer Operator (Sr.Gr.CO) or Computer Operator (CO) in a Department shall be 5 (five) years from the date of joining in the Department. The Officials shall be transferred and posted to another department on completion of 5(five) years.

B. General terms

- (i) Any official transferred before or retained beyond the tenures stipulated therein in case of any administrative or public exigency or compelling circumstances, such representations shall be approved by the Hon'ble Minister-in-charge General Administration Department in case of non-gazetted officials, and by the Hon'ble Chief Minister in case of Gazetted officials.
- (ii) Officer/Staff transferred by order issued from this Department need not produce any release order and may join in new place of posting immediately.

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- (iii) All transfer and posting orders shall be made effective within 3 (three) days of receipt of the orders, except otherwise specified. On expiry of the stipulated time period, the incumbent is deemed to be **Stand Released**.
- (iv) Disciplinary action shall be initiated against the officials who fail to comply with the transfer orders.
- (v) Consequent upon retirement on superannuation/ relinquishment of Office by any Officer/ Hon'ble Minister/ any other Office, Commission, etc., any official attached therein shall report to General Administration Department immediately.
- (vi) Annual transfer of officials who have completed the specified tenure in a Department shall be done during the months of May-June every year.
- (vii) Officer/ Staff of all grades due for superannuation within one year may be exempted from this annual transfer.
- (viii) Year for the purpose of the above guidelines shall be calculated from the date of joining in the respective department.

Any modification/ relaxation in implementation of the above clauses in case of administrative or public exigency or any emergent situation will be at the discretion of the Competent Authority in General Administration Department.

This Office Memorandum shall come into force with immediate effect.

Sd/- Avinash Joshi, IAS
Principal Secretary to the Govt. of Assam,
General Administration Department.


Memo eCF No.200694/24 -A

Dated Dispur, the 13th June, 2023.

Copy for information and necessary action to:

1. P.P.S. to Hon'ble CM, Assam, Dispur, Ghy-6.
2. S.O. to Chief Secretary, Assam, Dispur, Ghy-6.
3. All P.S. to Hon'ble Ministers/ Ministers of State, Dispur, Ghy-6.
4. P.S. to all Additional Chief Secretaries to the Govt. of Assam, Dispur, Ghy-6.
5. P.S. to all Principal Secretaries/ Commissioner & Secretaries/ Secretaries to the Govt. of Assam, Dispur, Ghy-6.
6. All Heads of the Committees constituted by the Govt. of Assam.
7. Officials concerned.
8. Political (Cabinet Cell) Deptt, Dispur, Ghy-6 w.r.t. Item No.7 of Cabinet Meeting held on 31/05/2023, File No.ECAB/GAD/2303/1.
9. All Departments of Assam Secretariat.
10. Office copy.
11. Record Officer, G.A. (Sectt.-Estt.) Deptt.
- ✓ 12. Content Manager, G.A. (Sectt.-Estt.) Deptt.

By order etc.,


Commissioner & Secretary to the Govt. of Assam,
General Administration Department.