

Punjab State Elecy. Board
(Office of the Secretary/Personnel, The Mall, Patiala)

To

- 1- All EICs/GMs/CEs in PSEB.
- 2- DGP/V&S, PSEB, Patiala.
- 3- Chief Accounts Officer, PSEB, Patiala.
- 4- Chief Auditor, PSEB, Patiala.
- 5- All Superintending Engineers in PSEB.
- 6- All Sr. Executive Engineers in PSEB.

Memo No:- 41931/42631/2P-69/Vol-III
Dated, the 29.3.2010

**Sub:- Annual posting and transfer of PSEB Officers/Officials-
Regarding policy instructions for the year 2010-2011.**

In this regard, it is intimated that the Board has decided to lay down a policy for make posting and transfers of officers/officials of the Board. The posting and transfers shall be made according to the following guidelines :-

Transfers must be kept to the minimum so as to avoid unnecessary expenditure on TA/DA of the employees. Employees who are due to retire within the next two years may be allowed to continue at the same post, except on complaint/personal request, but it will not be construed as a matter of right. Other guidelines of general nature viz being a couple case, handicapped employees, unmarried girls, widows, divorcees shall be kept in view. No officer/official should be posted back to the same post in the field offices and in the same organization in case of other offices, if he has been shifted out earlier due to completion of tenure.

Maximum tenure on sensitive seats shall not be more than 3 years but it will be 2 years in case of posts under CE/MM, CE/TA&I and posts related to purchases in Design Directorates and at Thermal Plants. The sensitive posts are :-

- (i) Operation Sub-Divisions, Divisions, Circles under CEs(OP).
- (ii) Construction Sub-Divisions, Divisions, Circles under CE/TL, CE/Sub-Station and CE/Civil.
- (iii) CE/Stores & Disposal, CE/Commercial, CE/EA & Enf., CE/Metering and posts there under.
- (iv) Design Directorates such as Transmission Design, Sub-Station Design and other Directorates dealing with procurement.

No officer/official shall be reposted on the sensitive seats and on posts dealing with purchases/procurement, before completion of 2 years cooling of period. **However maximum stay on sensitive seats (including RE Organisation) from the rank of AE to Sr.Xen is restricted to 5 years during the entire service.** The transfer/posting of officers shall be implemented in a phased manner. The officers having service of more then 65% in Operation Organization shall be shifted out, for example, if an officer has not completed 3 years on the post, but has completed 65% service under the Operation Organization, he is to be shifted out of the Operation Organization.

General Criteria for Accounts & General Admn., Cadre Officers shall also be the same. The posts of the Accounts/General cadre in the following offices shall be considered as sensitive :-

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- (i) Posts under CE/MM, CEs/ Thermal & Hydro Projects and on Estt. seats such as Dy. CAO with CAO, Dy. Secy's, Under Secy's dealing with postings and transfers and procurement of material such as Under Secy/P&S.
- (ii) Posts under Advisor/Finance &CE/MM, CEs/Thermal & Hydro Projects dealing with procurements /payments
- (iii) Posts under CE/Stores & Disposal and CE/S/S and CE/TL.

In all the other organizations minimum tenure shall be 3 years but maximum of 5 years.

Officers and Officials to be posted on Thermal Plants must have experience/training on Thermal Projects.

Personal requests for adjustments at desired station of posting, shall be considered by the concerned competent authority, if received through proper channel and submitted on the approved proforma, circulated vide Secretary/Personnel Section, Memo No.273716/274331/2P-69 dated 23.9.02 (copy again enclosed). Application submitted by an employee in this proforma must be forwarded by his Controlling Officer to the deciding authority. Incase his Controlling Officer does not recommend the transfer, still he must forward the application but he may record his comments/recommendation in the negative. Application not received on proper proforma and also incomplete application forms in respect of any information asked for in the proforma shall be straight way rejected by the deciding authority. For the purpose of forwarding the application for sensitive posts the level of Controlling Officers have been defined and incorporated on the proforma itself.

There shall be no back reference regarding any change in the posting orders issued by the competent authority and in case some change is desired essential in the larger public interest, requests for such change shall be made after implementation of the orders already issued.

For technical and non technical staff working in Operation, Transmission, Grid Const. offices the following criteria for transfer shall be considered:-

Sr. No.	Name of Category	Out of Sub-Divn. (only 30% employees to be shifted) after completion of	Out of Division (only 20% employees to be shifted) after completion of	Out of Town with in the same circle (only 30% employees to be shifted) after completion of
1	JEs/AAs (JE-I) including those working in Organizations other than Op. Transmission, Grid Const including JEs(Civil)	4 Years	8 Years	16 Years
2	Line man	5 Years	15 Years	25 Years
3	ALMs	10 Years	15 Years	25 Years
4	Consumer Clerks, Meter Readers	2 Years	10 Years	16 Years
5	Cashiers	3 Years	10 Years	16 Years
6	UDCs, ARAs, Circle Asstts, RA's & R.Ss	3 Years (30% ceiling not applicable for ARAs, Ras and R.Ss)	10 Years	16 Years

7	LDCs	5 Years	15 Years	25 Years
8	Meter Inspectors (JE/Installation) Divisional Supdts, Supdt/Divnl. A/Cs DHDs, IAs, DMs & JDMs	---- (30% ceiling not applicable for Supdts.Divnls., Supdt/Divnl. A/Cs, DHDs, DMs JDMs)	4 Years	12 Years
9	JE(Sub-Stations)/SSOs	4 Years with change of Grid Sub-Station	15 Years with change of town.	-
10	SSAs	8 Years with change of Grid Sub-Stations	15 Years with change of Town	-
11	Circle Supdts	To be shifted out of circle within Zone after 3 Years (10% ceiling not applicable)		

For technical and non-technical staff working in Workshop Organization:-

Sr. No.	Name of Category	Out of TRW Division/ Workshop	Out of TRW Circle
1	JE/Electrical, JE/Testing	4 Years	8 Years
2	Fitter, Electrical Mistry/ Electrician Welder, Carpenter, Painter, Turner, Time Keeper, SSA, T-Mate Store Attendent	5 Years	15 Years
3	Divisional Accountants, UDCs	3 Years	10 Years
4	LDCs	5 Years	15 Yeas

- Note:-**
- (i) In case of ARAs/Ras/RSSs, Supdt/Divisional Acctts, CEs shall be competent to make transfer within the Zone. However, guidelines for transfer of Revenue staff as circulated vide CAO Memo no. 16717/16717/CAO(Estt) dated 19.8.2002 (Copy enclosed) are to be followed except for para-2 &3 for which applicability of station/duration/ceiling) etc. shall be as per these policy guidelines. Employees who have been transferred on serious complaint basis can be reposted back in same Zone after two years but not at the same station.
 - (ii) If in certain cases it become necessary to transfer any employee after annual general transfers are over, transfer orders in public interest or administrative/disciplinary grounds shall be issued during the year with the approval of concerned CE and in case where CE himself is competent authority, prior approval of Member/Incharge shall be obtained by the concerned CE.
 - (iii) The above ceilings, prescribed for shifting the staff, shall not be applicable in complaint cases or where general work and conduct of the employee is reported not to be good and is desired to be shifted on administrative grounds.
 - (iv) While implementing the above ceiling, wherever applicable, the officials with long stay in order of seniority should be shifted out. The ceiling of 20% imposed for transfer in a Division, includes the transfer carried out at the Circle Level. Similarly the ceiling of 30%

for the S/Divn level includes the transfer done at Circle level and Division level. To properly implement the ceiling imposed, transfers are to be effected first by CE office, followed by Circle and then Division.

- (v) In case of female employees, efforts should be made to retain them at the same station, but it will not be construed as a matter of right.
- (vi) No, employee, earlier shifted due to completion of stay should be posted in the same Sub-Division, but could be reposted on the same station after a gap of 2 years.
- (vii) As per decentralization of powers, the competency for within the Zone/Out of Zone transfers in respect of above categories including RTMs/Class-Iv employees, shall rest with CEs/Cadre Controlling authorities/SEs/Sr. Xen as the case may be.

In case of Head Office specially on the sensitive seats in Centralized payment cell, Estt. Section, printing & Stationary Section in the offices referred to in para-3 will be shifted from their seats after continuous stay of 3 years or more.

Inter Zonal Transfer:-

As already decided powers for Inter Zonal Transfers, In respect of AAE/JE/Elect/Installation, JEs (Elect), JE(S/Ss), JE/Installation(Meter Inspectors), Foreman, Circle Asstt, CHD, DHD/HDM, Draftsman, JDM, Meter Readers & Drivers, Lineman, SSAs, ALMs, RTMs and all Class-IV employees have been decentralized. The employees belonging to these categories in case they wish to be transferred out from the present assignment, shall submit an application in the prescribed proforma to the concerned office through their Divisional Officers. The concerned Officer (where the applicant is working) shall seek the consent of the other office (where the applicant wants to be transferred) and thereafter issue transfer orders as per delegation already made. Such transfer shall be carried out only one in a month i.e. on the last working day of the month. Any official belonging to one of the above categories, if he is without posting orders in hand due to one of the reasons mentioned in para-8(ii) below on long absence from duty or any other reason, he shall seek posting orders from SE/CE, as the case may be, where he was previously posted. The Circle office or CEs, office as the case may be, shall issue posting orders after finding out the vacancy position and taking into consideration all relevant factors and the relevant rules and regulations. In nut-shell the appropriate authority for issue of posting and transfer orders in respect of these categories shall be SE in case of field offices, and CE in case of other officers where either the incumbent is presently posted or where he was previously posted. Application for the Inter-Zonal transfer in respect of these categories shall not be entertained in the Secretariat.

MID TERM TRANSFER

After the period of general transfer, the policy in respect of mid-term transfer will be as under :-

- (i) Generally, there will be complete ban on mid-term transfers.
- (ii) Where the transfer becomes necessary to fill up a vacancy existing, after making the general transfer or a

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new vacancy arising as a result of the following, the authorities/officers competent to make transfers, shall do so at their own level :-

- (a) Suspension or reinstatement after suspension.
- (b) On return from Leave, against a vacant post.
- (c) Resignation/removal from service/ retirement/ proceeding on deputation, promotion, creation of new posts, deaths etc., or any other exigency which may not be treated as routine transfers.
- (d) Revised posting against vacant posts due to non availability of vacancy, as per earlier posting orders.
- (e) Adjustment on being rendered surplus from one job/office against vacant posts in other offices.
- (f) Change of posting on medical/health grounds, against vacant posts only.
- (g) After the paddy season is over, the CEs(OP) and other CEs Incharge of field offices, shall be competent to make local adjustment in the sub-divisions and divisions only on the same station in the month of November only with a view to rationalize the postings of man power.

(iii) If in certain cases, transfer of any employees after annual general transfers are over, becomes necessary in public interest or on account of administrative reasons/disciplinary grounds , then the transfers of non-gazetted employees and gazetted officers, shall be made with the approval of Member/Admn. and Chairman/PSEB respectively.

GENERAL

Foreign trained/specially trained officers should remain posted at specified posts of at-least 10 years

The above instructions shall take into effect immediately and will be in supersession of all existing instructions.

Please acknowledge receipt.

**SECRETARY,
PSEB, PATIALA.**

Endst No:- 42832/42882 /2P-69/Vol-III

Dated:-29.3.2010

Copy of the above is forwarded to the following for information and necessary action:-

- (1) All Jt.Secy's/Dy.Secy's in PSEB Head Office.
- (2) Dy.Secy to Chairman, PSEB, Patiala.
- (3) Sr. PS to Members/Secretary, PSEB, Patiala.
- (4) Dy.Secy/Meeting, PSEB, Patiala w.r.t. his Uo.No.1068 dt.22.3.10.

**SECRETARY,
PSEB, PATIALA.**

CC:-

- 1-Chief Controller/Finance, PSEB, Patiala.
- 2-CAO(Revenue) PSEB, Patiala.
- 3-Chief/IR&W, PSEB, Patiala.

