

GOVERNMENT OF ODISHA
GENERAL ADMINISTRATION & PUBLIC GRIEVANCE DEPARTMENT

No. 16068 (e)/Gen., Bhubaneswar, Dated the 22nd May, 2026
GAD-SC-MISC-0028-2026

To

All Departments of Government,
All Heads of Department,
All RDCs,
All Collectors.

Sub: Comprehensive Guidelines on transfer policy of Government Servants.

Madam/Sir,

I am directed to invite reference to the subject cited above and to state that the transfer and posting of Government employees are presently regulated in accordance with the provisions contained in Book Circular No. 42 dated 18.04.1967, read with instructions issued by this Department from time to time. The policy provides that the transfers should be made between 15th April to 15th June of the year. In case any transfers are required to be made outside this period, approval of the next higher authority is required. It may be underlined that powers of transfer vests with the Appointing Authority only under the permitted transfer period. However, in the case of transfers that are necessary outside the permitted period, the competent authority is required to take the approval of the next higher authority. This is applicable to all categories of Services.

However, it has been observed that the provisions and principles prescribed in the aforesaid instructions are not being followed in a uniform and consistent manner, leading to deviations from the established norms.

Accordingly, in order to ensure transparency, uniformity, and administrative efficiency in matters relating to transfer and posting, the Government have been pleased to reiterate the following basic principles for adherence :-

- (1) Officers should ordinarily be transferred after completion of 3 (three) years in a station but nothing herein contained prevents the transferring authorities from transferring the officers earlier than 3 years at any time when it is considered necessary in the public interest.

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- (2) No Officer in the rank of Group 'A', Group 'B' of State Cadre shall be allowed to remain in a particular district for more than 6 (Six) years. For this purpose each Revenue District would be treated as a separate unit.
 - (3) Group 'C' category employee shall not be allowed to remain in a particular Block/ Tahasil for more than 6 (Six) years.
 - (4) Posting of Officers in their Home Districts shall ordinarily be avoided in respect of sensitive posts belonging to Group- A and Group-B Post . The sensitive posts may be decided by the concerned Administrative Department. A lists of sensitive posts earlier indicated vide this Department Circular No. 19538, dated 29.07.1991 is attached for reference.
 - (5) Officers other than holding sensitive posts may be posted in their Home Districts or any other preferred District two years before their retirement subject to the restriction indicated in Clause-4 above that such posting shall ordinarily be avoided in respect of sensitive posts.
 - (6) Officers completing six years of continuous service in the KBK may be considered for posting to their home Districts or any other preferred District, subject to the restriction indicated in Clause-4 above that such posting shall ordinarily be avoided in respect of sensitive posts.
 - (7) In case both the Husband and Wife are working under State Government, they may be posted in one station subject to the restriction indicated in Clause-4 above that such posting shall ordinarily be avoided in respect of sensitive posts.
 - (8) In respect of Officers of non-transferable services like the Ministerial cadres in the Secretariat and in the Heads of Departments, nobody shall remain in a seat for more than three years. This can only be extended in Special Circumstances.
 - (9) The transfer and posting orders should normally indicate as to which officer will relieve whom and in case this is not indicated due to the reasons best known to the authorities, the officer transferred, will make over to another officer of the same station under the order of the immediate superior authority and proceed to the new station.
 - (10) The transferring Authority may specifically indicate about the relieving and joining time of the officer concerned in the transfer order.

(11) Any of the above principles may be relaxed only in public interest, on administrative grounds, or in hardship cases, for reasons to be recorded in writing by the competent authority.

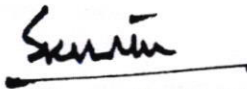
Any condition not expressly covered under the above guidelines shall continue to be governed by the instructions issued by Government from time to time (Copy enclosed).

Departments may, wherever necessary, frame or update their own Transfer Policies in conformity with the above principles to address their specific functional requirements.

These instructions shall be followed scrupulously in letter and spirit by all Departments and subordinate offices.

All previous instructions inconsistent with these guidelines shall stand modified to the above extent.

By order of the Governor



(Sri Suresh Kumar Vashishth)

Special Secretary to Government

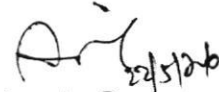
**Special Secretary to Govt.
G.A. & P.G. Department**

A. T. D

Memo No. 16069 /Gen., Bhubaneswar

Dated the 22nd May, 2026

Copy forwarded to P.S. to Chief Minister for favour of information.

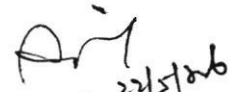


Additional Secretary to Government

Memo No. 16070 /Gen., Bhubaneswar

Dated the 22nd May, 2026

Copy forwarded to Pr. P.S. to Chief Secretary/Pr. P.S. to Development Commissioner-cum-Additional Chief Secretary/Pr. PS to Additional Chief Secretary to Government, GA&PG Department/Pr. PS to Special Secretary to Government, GA&PG Department for kind information of Chief Secretary/Development Commissioner-cum-Additional Chief Secretary/Additional Chief Secretary, GA&PG Department/Special Secretary, GA&PG Department respectively.

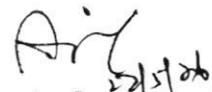


Additional Secretary to Government

Memo No. 16071 /Gen., Bhubaneswar

Dated the 22nd May, 2026

Copy forwarded to the Registrar, Orissa High Court, Cuttack/Odisha Public Service Commission, Cuttack/Odisha Uniformed Services Staff Selection Commission/Odisha Staff Selection Commission, Bhubaneswar/ Odisha Sub-Ordinate Staff Selection Commission, Bhubaneswar for information and necessary action.

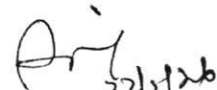


Additional Secretary to Government

Memo No. 16072 /Gen., Bhubaneswar

Dated the 22nd May, 2026

Copy forwarded to all sections of G.A. & P.G. Department/ G.A. & P.G. Department Library (20 copies)/ Guard file (S.C. Branch) (20 copies) for information and necessary action.



Additional Secretary to Government

Memo No. 16073 /Gen., Bhubaneswar

Dated the 22nd May, 2026

Copy forwarded to A.R. Cell, G.A. & P.G. Department with a request to hoist this Instruction letter in the website of G.A. & P.G. Department.



Additional Secretary to Government

BOOK CIRCULAR

No. 42

GOVERNMENT OF ORISSA

POLITICAL & SERVICES DEPARTMENT

No. 9165—O.M.-5-55/1967-Gen.

To

ALL DEPARTMENTS OF GOVERNMENT/ALL HEADS OF
DEPARTMENTS/ALL DISTRICT MAGISTRATES

Bhubaneswar, dated the 28th April 1967

Subject—Transfer of Gazetted Officers of State Civil Services.

In recent years, it is invariably noticed that orders of transfer of officers are not being implemented despite instructions issued to the concerned authorities to relieve them quickly to avoid dislocation of Government work. In several cases, it has been brought to the notice of Government that the officers under order of transfer manipulate through political influence or by approaching the higher officers to stay or cancel the order. One of the methods of getting this done is the delay in relieving the officers who, in the mean time move all corners concerned and if possible personally approach the political authorities, who put pressure on Government to get the transfer orders stayed for some time and then cancelled some time after. This has caused a great dissatisfaction among officers who are in some particular stations for a longer period, and in spite of efforts at the Government level to shift them elsewhere by posting substitutes, the attempts fail. It is further noticed in some cases that, when a notification is issued transferring an officer from a district the District Magistrate moves the Government to cancel the order and although Government ask the District Magistrate to relieve the officer immediately, he goes on putting forth reasons for not relieving him as a result of which other transfers in the chain are not given effect to. This sort of practice causes serious dislocation in public service and Government, after careful consideration, are pleased to make

the following provisions for normal transfer and posting of gazetted officers of all Departments of Government.

1. Ordinarily, an officer should remain in a particular station for a period of three years in one or more appointments and he should not be transferred earlier unless he is promoted to a higher post.

2. If it is considered that the transfer of an officer who has completed three years, will not be in the public interest due to the special knowledge he has gained by remaining in the post and that it is difficult to get a suitable substitute, not without impairing efficiency in public work, the officer may not be transferred and may be allowed to continue in the post. But he should be replaced in the earliest possible opportunity, when a suitable substitute is available. Instances of such cases are rare and this provision should be made applicable rarely and in genuine cases only.

3. Officers in executive field posts should be transferred after completion of three years; but nothing herein contained prevents Government from transferring them earlier than three years provided such transfer is considered necessary in the public interest.

4. Authorities competent to transfer officers, may ordinarily initiate proposals to transfer in the first week of April of the

year, and orders be taken and notifications issued by the end of April. The officers proposed to be transferred should be intimated of the transfers by the first week of May, to be in readiness to move immediately after the notifications are issued.

5. All transfer proposals are to be initiated by taking into account the suitability of the officers for the posts or stations to which they are proposed to be transferred and, in such cases home district should normally be avoided as far as possible.

6. The transfer and posting orders should normally indicate as to which officer will relieve whom and in case this is not indicated due to the reasons best known to the authorities, the officer transferred, will make over to another officer of the same station under the order of the immediate superior authority and proceed to the new station.

7. The controlling authorities, on receipt of the orders of transfer of the officers, shall pass orders to relieve the officers within 7 days of the receipt of the orders and indicate in the said orders as to whom the transferred officers will make over.

8. No protest for retaining the transferred officer should be made by the concerned authorities and that, if no substitute has been posted against the officer transferred, the concerned authorities should move the appropriate authorities to post the substitute immediately. This, however, will not detain the officer under order of transfer.

9. In all cases, while transferring officers from one post or station to another care should invariably be taken to see that suitable substitutes are posted and, in case there is for the time being difficulty in posting substitute due to shortage of officers or otherwise, this should be explained to the concerned authorities so that there may not be any occasion to raise the question of posting of a substitute further.

10. No application for leave of an officer who has been transferred and posted

elsewhere by means of notification or D.O. intimation earlier, should be entertained. Any application for leave after the receipt of transfer order or D. O. intimation will give rise to the presumption that the officer intends to avoid the transfer. He may, however, apply for leave, if required after joining the new station.

11. Deputation of an officer from the parent department to another department or to the foreign service normally be for three years and the officer shall thereafter revert to the parent Department after the completion of the said period. He may not subsequently be deputed to another Department or to the foreign service unless he completes three years in the parent department on reversion from the other department or foreign service to which he was deputed earlier.

12. Monetary benefit available in the shape of special pay in a deputation, should not be of any consideration for transferring an Officer to another post carrying no special pay, as special pay is attached to the post and it gives no claim to an officer for that benefit in other posts carrying no special pay.

13. Any canvassing by an officer or others interested in him, for stopping, staying or cancelling transfers will be construed to be misconduct of the officer.

14. Notification of transfers and postings once issued shall be final and shall not be cancelled or stayed unless it is strictly required on public grounds which may only happen in a very few and special circumstances.

15. These provisions are applicable in the matters of postings and transfers of Gazetted Officers of the departments which are not governed by the special provision regulating transfers and postings of their officers.

A. K. BARREN

Chief Secretary to Government

Government of Orissa,
General Administration Department.

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No.O&M/1-9/91. 19538 /Gen.,Dt. 29-7-91

To

All Departments of Government
All Revenue Divisional Commissioners.
All Heads of Departments.
All Collectors.

Sub:- Policy relating to transfer and posting
of Government servants.

In order to examine the policy of transfer and posting of Government Servants and to formulate appropriate guidelines for ensuring efficient and responsive administration without causing undue hardship to the Officers, a Cabinet Sub-Committee was first set up by the Parliamentary Affairs Department in Resolution No 10300 dt.20.4.90 and re-constituted last vide Resolution No.3046 dt.6.7.91.

2. The reconstituted Sub-Committee met on 9.7.91 and formulated their recommendations on the subject. The Government after careful consideration of the recommendations of the Sub-Committee have been pleased to lay down the following principles to regulate the transfers and postings of Government Servants.

- (i) No Officer of the rank of Class-II and above shall be allowed to remain in a particular District for more than six years. For this purpose each Revenue District would be treated as a separate District.
- (ii) Officers should ordinarily be transferred after completion of three years in a station but nothing herein contained prevents the

(Contd...2)

transferring authorities from transferring the Officers earlier than three years at any time when it is considered necessary in the public interest.

- (iii) Posting of Officers in their home districts should be avoided in cases of postings of Collectors, Addl. District Magistrates, S.Ps., Addl. S.Ps., Conservators of Forests, Divisional Forest Officers, Inspectors of Schools, Superintendents of Excise, Commercial Tax Officers, Regional Transport Officers, Motor Vehicle Inspectors and Civil Supplies Officers.

Sub-Collectors, Officers in-charge of the Police Stations and Inspectors of Police and Uniformed Sub-Inspectors and Asst. Sub-Inspectors of Police Stations and Out Posts should not be posted in their home Sub-Divisions.

- (iv) Officers belonging to the District level cadres and B.D.Os/Tahasildars/Addl. Tahasildars shall not be posted in their home Tahasils and home Blocks.
- (v) Officers may be posted to their home Districts two years before their retirement, subject to the restrictions indicated in clauses (iii) & (iv) above.
- (vi) Officers completing six years of continuous service in the Districts of Koraput, Kalahandi and Phulbani may be posted to their home Districts subject to the restrictions indicated in clauses (iii) and (iv) above.

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- (vii) In respect of Officers of non-transferable services like the Ministerial cadres in the Secretariat and in the Heads of Departments, nobody shall remain in a seat for more than three years. This can only, in Special Circumstances be extended up to six years.
- (viii) Office-bearers of the recognised Service Associations should not be disturbed from their posts during the current year (1991-92).
- (ix) Whenever any provision in Book Circular No.42 or any other Government Circular is found contrary or contradictory to the above stated guidelines of the Government, these guidelines should prevail, and the Government Circulars may accordingly be modified.

Provided that any of the above mentioned principles may be relaxed only in public interest, on administrative grounds and in hard cases supported by detailed reasons to be recorded. All proposals for relaxation involving Class-I and Class-II Officers should be put up to the C.M. through the Minister concerned, for orders. Other cases are to be decided by the Minister in charge of the Department.

3. Receipt of this Circular may please be acknowledged.

Vijay Kumar
29.7.91.
Special Secretary to Government.

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Memo No. 19539 /Gen. Dt. 29-7-91

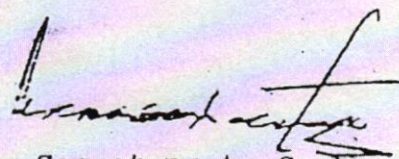
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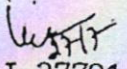
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Memo No. 19540 /Gen.,Dt. 29-7-91^{29/7}

Copy forwarded to Private Secretary to all Ministers/Ministers of States for information.

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Memo No. 19541 /Gen.,Dt. 29-7-91^{29/7}

Copy forwarded to P.S to Chief Secretary/P.S to Development Commissioner/P.S to Principal Secretary-cum-Addl.Chief Secretary & Secretary, P.G & P.A Department/P.S to Commissioner, Agriculture & Rural Development for information and necessary action,


Deputy Secretary to Government.


MJ.27791.

29/7/91

ଉତ୍କଳ ପରକାର
ପାଠାବଳୀ ପ୍ରକାଶନ ବିଭାଗ

(Signature)

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/ପା.ପ୍ର. ତାରିଖ. 20 - 5 - 1995 .

ପ୍ରେରକ :

ଶ୍ରୀ ରବି ନାରାୟଣ ଦାସ,
ମୁଖ୍ୟ ଶାସନ ପତିବ ।

ପ୍ରାପ୍ତେଷ :

ପମପ୍ର ବିଭାଗୀୟ ପ୍ରମୁଖ ଶାସନ ପତିବ / ପ୍ରମୁଖ
ଶାସନ ପତିବ / ପମପ୍ର ବିଭାଗୀୟ ସମସ୍ତ ମୁଖ୍ୟ /
ପମପ୍ର ରାଜସ୍ୱ ଚିତ୍ତିକମାଳ କମିଶନର /
ପମପ୍ର ଜିଲ୍ଲାପାଳ 1

ବିଷୟ :

ପରକାରୀ କର୍ମସୂଚୀମାନଙ୍କର ବଦଳି ନୀତି ।

ମହୋଦୟ,

ମୁଁ ନିର୍ଦ୍ଦେଶକମେ ଜଣାଉଅଛିଯେ ପରକାରୀ କର୍ମସୂଚୀମାନଙ୍କର ବଦଳି ପଦ୍ଧତିରେ
Book Circular-42 ରେ ପରକାରଙ୍କର ନିର୍ଦ୍ଦେଶ ପମପ୍ର ବିଭାଗ, ପମପ୍ର ବିଭାଗୀୟ ମୁଖ୍ୟ ସମସ୍ତ
ଓ ପମପ୍ର ଜିଲ୍ଲାପାଳଙ୍କୁ ଜଣାଇ ଦିଆଯାଇଥିଲା । ପରେ ବଦଳି ନୀତି ପଦ୍ଧତିରେ ପରକାରଙ୍କ ନିଷ୍ପତ୍ତିର,
ବିଭାଗର ପତ୍ର ସଂଖ୍ୟା 19538 ଡି. 29.7.91 ରେ କେତେକ ପରିବର୍ତ୍ତନ କରାଯାଇଥିଲା । ଉପରୋକ୍ତ

Book Circular ଓ ପତ୍ରରେ ଉଲ୍ଲେଖିତ ନିୟମ ଅନୁଯାୟୀ ଜଣେ ପରକାରୀ କର୍ମସୂଚୀ ପାଠାବଳୀ
ତଳି ବର୍ଷ କୌଣସି ଏକ ପଦବୀରେ ରହିଲା ପରେ ବଦଳି ହୋଇପାରିବେ । କିନ୍ତୁ କୌଣସି ପରକାରୀ କର୍ମସୂଚୀ
ଗୋଟିଏ ଜିଲ୍ଲାରେ 6 ବର୍ଷରୁ ଉର୍ଦ୍ଧ୍ୱକାଳ ରହି ପାରିବେ ନାହିଁ । ଏତଦ୍ ବ୍ୟତିତ ଉପରୋକ୍ତ ନିର୍ଦ୍ଦେଶନାମାରେ ଅନ୍ୟ
କେତେକ ବ୍ୟବସ୍ଥା ମଧ୍ୟ ଥିଲା, ଯଥା - କେତେକ ଶ୍ରେଣୀର ଅଧିକାରୀଙ୍କୁ ସୁଜିଲ୍ଲା ଏବଂ ଉପଶାସ୍ତ୍ରରେ ମୁତୟନ
କରାଯାଇ ପାରିବ ନାହିଁ, ଅବସର ପ୍ରମୁଖର 2 ବର୍ଷ ପୂର୍ବରୁ ଅଧିକାରୀମାନଙ୍କୁ ତାଙ୍କ ନିଜ ଜିଲ୍ଲାରେ
ଛାଡ଼ିଯାଇପାରିବ ଇତ୍ୟାଦି । ପରବର୍ତ୍ତୀ ପର୍ଯ୍ୟାୟରେ ବଦଳି ନୀତି ଉପରେ କେତେକ ସୂକ୍ଷ୍ମକରଣ ଦିଆଯାଇଥିଲା ।

2. ପରକାର ଉପରୋକ୍ତ ବଦଳି ନୀତିର ପ୍ରମାଣ କରି ଉପଲବ୍ଧ କରନ୍ତି ଯେ ପରକାରୀ
କର୍ମସୂଚୀମାନଙ୍କୁ କେଉଁସ୍ଥାନରେ ଓ କେଉଁପଦବୀରେ ମୁତୟନ କରାଯିବା ଉଚିତ ହେବ ତାର ନିଷ୍ପତ୍ତି ନେବାପାଇଁ
ପରକାର ଓ ଅନ୍ୟାନ୍ୟ ପ୍ରାୟୁକ୍ତ ଅଧିକାରୀମାନେ ଉପଯୁକ୍ତ ବିଚାରକ । କେତେକ କ୍ଷେତ୍ରରେ ପରକାରୀ
କର୍ମସୂଚୀମାନଙ୍କୁ ବର୍ତ୍ତମାନ ଧାର୍ଯ୍ୟ ପମସ୍ତରୁ ଅଧିକ ପମସ୍ତ କୌଣସି ପଦବୀ ବା ସ୍ଥାନରେ ରଖିବା ଉଚିତ
ବୋଲି ଉପଲବ୍ଧ କରାଯାଇଥାଏ । ସେହିଭଳି ଅନେକ ପମସ୍ତରେ ମଧ୍ୟ ପ୍ରାଥମିକ ବୃଦ୍ଧିକୋଣରୁ ବା
ପର୍ବପାଠାବଳୀଙ୍କ ପ୍ରାର୍ଥ ବୃଦ୍ଧିର ପରୁ ପ୍ରଭାରେ ପରକାରୀ କର୍ମସୂଚୀଙ୍କୁ ଯେ କୌଣସି ପମସ୍ତରେ ବଦଳି କରିବା
ଆବଶ୍ୟକ ହୋଇଥାଏ । ତେଣୁ ପରିସ୍ଥିତିକୁ ବିଚାରକର ସମ୍ପୃକ୍ତ ବିଭାଗ ଓ ପ୍ରାୟୁକ୍ତ ଅଧିକାରୀମାନେ ପରକାରୀ
କର୍ମସୂଚୀମାନଙ୍କର ବଦଳି କରିପାରନ୍ତି । ଅବଶ୍ୟ ପାଠାବଳୀର ଶିକ୍ଷା ବର୍ଷକୁ ବୃଦ୍ଧିରେ ରଖି ବଦଳି କରାଯିବା
ଉଚିତ ।

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3. ଆବଶ୍ୟକ ମନେକଲେ ସମ୍ପୃକ୍ତ ବିଭାଗ ବା ପ୍ରାଧିକୃତ ଅଧିକାରୀ ଏପକ୍ଷାନ୍ତରେ ପ୍ରତ୍ୟେକ ନିମନ୍ତେ କମିଟି ଗଠନ କରିପାରିବେ ।

4. ପାଧାରଣତଃ ଏମନ୍ତ ବର୍ଷ କାର୍ଯ୍ୟ ଏପ୍ରିଲ ପର୍ଯ୍ୟନ୍ତ ତାରିଖରୁ ଜୁନ୍ 15 ତାରିଖ ମଧ୍ୟରେ ଶେଷ ହେବା ଆବଶ୍ୟକ । ଯେଉଁ ଅଧିକାରୀମାନଙ୍କୁ ତାଙ୍କ ଅଧିନରେ କାର୍ଯ୍ୟ କରୁଥିବା କର୍ମଚାରୀମାନଙ୍କୁ ବଦଳି କରିବା କ୍ଷମତା ଦିଆଯାଇଛି , ସେମାନେ ଅନ୍ୟ ଏମନ୍ତରେ କୌଣସି କର୍ମଚାରୀମାନଙ୍କୁ ବଦଳି କରିବା ଆବଶ୍ୟକ ଅନୁଭବ କଲେ ତାଙ୍କର ଉପରିସ୍ଥ ଅଧିକାରୀଙ୍କ ଆଜ୍ଞା ନେଇ ବଦଳି ଆବେଶ ଜାଣି କରିପାରିବେ ।

5. Book Circular - 42 ଓ ଏହି ବିଭାଗର ପତ୍ର ସଂଖ୍ୟା 19538/ପା.ପ୍ର. ତା.29.7.91 ଓ ଚତୁପରବର୍ତ୍ତୀ ବଦଳି ସଂସ୍କରଣରେ ଏହି ବିଭାଗରୁ ନିର୍ଦ୍ଦିଷ୍ଟ ହୋଇଥିବା ଏମନ୍ତ ନିର୍ଦ୍ଦେଶନାମା ଉପରୋକ୍ତ ମତେ ସଂଜ୍ଞାଧୀନ କରାଗଲା ।

6. ଏହି ନିର୍ଦ୍ଦେଶନାମା ବାଧ୍ୟତାମୂଳକ (mandatory) ନ ହୋଇ ପ୍ରସଙ୍ଗିକା (Directory) ତଥା ବିନିୟାମକ (Regulatory) ମାତ୍ର ପରିଗଣିତ ହେବ ।

ଆପଣଙ୍କର ସ୍ୱାକ୍ଷର,

ମୁଖ୍ୟ ଶାସନ ପରିବ ୨୦/୫/୯୫

ଆପକ ସଂଖ୍ୟା 10272 ପା.ପ୍ର. ତାରିଖ 20 - 5 - 1995.

ଏହାର ନକଲ ମୁଖ୍ୟମନ୍ତ୍ରୀଙ୍କ ଶାସନ ପରିବ , ଉପ ମୁଖ୍ୟମନ୍ତ୍ରୀ, ସଚିବ ଓ ରାଷ୍ଟ୍ରମନ୍ତ୍ରୀଙ୍କ ବ୍ୟକ୍ତିଗତ ପରିବହନାଳୟ ନିକଟରୁ ମଧ୍ୟ ମହୋଦୟଙ୍କ ଅବଗତ ନିମନ୍ତେ ପ୍ରେରଣ କରାଗଲା ।

ସ୍ୱାକ୍ଷର

ପୃଷ୍ଠ ଶାସନ ପରିବ ।

ଆପକ ସଂଖ୍ୟା 10273 ପା.ପ୍ର. ତାରିଖ 20 - 5 - 1995.

ଏହାର ନକଲ ସମସ୍ତ ଜିଲ୍ଲାସ୍ତରୀୟ ଅଧିକାରୀ / ସମସ୍ତ ଉପଜିଲ୍ଲା ଅଧିକାରୀ / ସମସ୍ତ ଡିସ୍ଟ୍ରିକ୍ଟସ୍ତରୀୟ ଓ ସମସ୍ତ ବ୍ଲକ୍ ଉନ୍ନୟନ ଅଧିକାରୀଙ୍କ ଅବଗତ ଓ ବିହିତ କାର୍ଯ୍ୟାନୁଷ୍ଠାନ ନିମନ୍ତେ ପ୍ରେରଣ କରାଗଲା ।

ସ୍ୱାକ୍ଷର
ପୃଷ୍ଠ ଶାସନ ପରିବ ।

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ଓଡ଼ିଶା-ସରକାର
ସାଧାରଣ ପ୍ରଶାସନ ବିଭାଗ ।

ପଞ୍ଜୀକୃତ : 16275

ପା.ପ୍ର. : ଭୁବନେଶ୍ୱର, ଡି-17-7-95

ପ୍ରାପ୍ତ : ଶ୍ରୀ ରବି ନାରାୟଣ ଦାସ,
ମୁଖ୍ୟ ଶାସନ ପତିବ ।

ପ୍ରାପ୍ତ : ସମସ୍ତ ବିଭାଗୀୟ ପଦ୍ଧତି ଶାସନ ପତିବ /
ସମସ୍ତ ଶାସନ ପତିବ / ସମସ୍ତ ବିଭାଗୀୟ ବସ୍ତୁର ମୁଖ୍ୟ/
ସମସ୍ତ ରାଜସ୍ୱ ଡିଭିଜନର କର୍ମଚାରୀ / ସମସ୍ତ ଜିଲ୍ଲାପାଳ ।

ବିଷୟ : ସରକାରୀ କର୍ମଚାରୀମାନଙ୍କର ବଦଳି ମାଟି ରପରେ ସ୍ୱସ୍ତିକରଣ
ମହାଶୟ,

ମୁଁ ନିର୍ଦ୍ଦେଶକ୍ରମେ ଜଣାଇଅଛି ଯେ ସରକାରୀ କର୍ମଚାରୀ ମାନଙ୍କର ବଦଳି ସଂକ୍ରାନ୍ତି ମାଟି ଏହି ବିଭାଗର ପତ୍ର ପଞ୍ଜୀ-10271-ପା.ପ୍ର. ଡି-20-6-95-ରେ ଆପଣମାନଙ୍କୁ ଜଣାଇ ଦିଆଯାଇଅଛି । ଉପରୋକ୍ତ ପତ୍ରର ଚତୁର୍ଥ ପରିଚ୍ଛେଦରେ ଉଲ୍ଲେଖ ରହିଛି ଯେ ସରକାରୀ କର୍ମଚାରୀ ମାନଙ୍କର ସାଧାରଣ ବଦଳି (General Transfer) ଏପରି 15 ତାରିଖରୁ ଜୁନ 15 ତାରିଖ ମଧ୍ୟରେ ଶେଷ କରାହେବ । ତେଣୁ 15.6.95 ତାରିଖ ପରେ ବଦଳି ରପରେ ରହିତାବେଶ ବଳବତ୍ତର ହୋଇଛି । କିନ୍ତୁ ଅତି ଆବଶ୍ୟକତାରେ ଯଥା ପ୍ରଶାସନିକ ବୃତ୍ତିକୋଣ, ପଦୋନ୍ନତି, ଅବସର ବା ଅନ୍ୟ କିଛି ଜରୁରୀ କାରଣ କ୍ଷେତ୍ରରେ ଶାଲି ପଡ଼ୁଥିବା ଶ୍ରମିକମାନଙ୍କ ପ୍ରକାଶ କରିବା ନିମନ୍ତେ ବଦଳି ଆବଶ୍ୟକ ହୋଇପାରେ । ଏପରି ସ୍ଥଳେ ଯେଉଁ ଅଧିକାରୀ ମାନଙ୍କୁ ଚାକ୍ଷ ଅଧୀନରେ କାର୍ଯ୍ୟ କରୁଥିବା କର୍ମଚାରୀ ମାନଙ୍କୁ ବଦଳି କରିବା ସମ୍ପର୍କରେ ଉଲ୍ଲେଖ ରହିଛି, ସେମାନେ ଚାକ୍ଷର ଉପରିସ୍ଥ ଅଧିକାରୀଙ୍କ ଆଦେଶ ନେଇ ବଦଳି ଆଦେଶ ଜାରି କରିପାରିବେ । ବୃତ୍ତାନ୍ତରାଶି ଓ ତଦୁପରି ପଦବୀର କର୍ମଚାରୀ ମାନଙ୍କର ବଦଳି କେବଳ ମୁଖ୍ୟମନ୍ତ୍ରୀଙ୍କ ଆଦେଶ ନେଇ କରାଯାଇପାରିବ । ତା- 15.6.95 ପୂର୍ବ ହୋଇଥିବା ବଦଳି କ୍ଷେତ୍ରରେ ଯଦି କୌଣସି ସଂଖ୍ୟାଧୀନ ବା ପରିବର୍ତ୍ତନ ଆବଶ୍ୟକ ହୁଏ, ତେବେ ମୁଖ୍ୟମନ୍ତ୍ରୀଙ୍କ ଆଦେଶ ନେବାକୁ ହେବ ।

2. ବର୍ତ୍ତମାନ ପୂର୍ବ ସମସ୍ତ ବିଭାଗ/ବସ୍ତୁରେ ବଦଳି ହୋଇଥିବା ଅଧିକାରୀ ମାନଙ୍କୁ ତୁରନ୍ତ ଭାରମୁକ୍ତ କରିବା ନିମନ୍ତେ ବିଶୁଦ୍ଧ ପଦକ୍ଷେପ ନିଆଯାଉ । ସମସ୍ତ ବଦଳି ହୋଇଥିବା ଅଧିକାରୀ ଏହି ଆଦେଶ ପାଇଥିବା 7 ଦିନ ମଧ୍ୟରେ ଭାରମୁକ୍ତ ହୋଇ ନୂତନ ପଦବୀରେ ଯୋଗଦାନ କରିବା ସରକାର ତାହାକୁ ।

3. କୌଣସି କ୍ଷେତ୍ରରେ ଯୋଗଦାନ କରୁନାହିଁ ବଦଳି ମାତ୍ରକ -କରାଯିବ, ଯେ ଆଦେଶରେ ଦେଇ ଅଧିକାରୀ ପ୍ରଥମେ ଭାରମୁକ୍ତ ହୋଇ ଚାକ୍ଷ ନୂତନ ପଦବୀରେ ଯୋଗଦାନ କରିବେ, ତାହା ଉଲ୍ଲେଖ ରହିବ । ବଦଳି ହୋଇଥିବା ଅଧିକାରୀଙ୍କ ସ୍ଥାନରେ ଯେଉଁ ଅଧିକାରୀ ମୁତୟନ କରାଯାଇଥିବେ,

ଅ.ପ୍ର. ଦେ.

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ସେ ଯଦି 15 ଦିନ ମଧ୍ୟରେ ତାଙ୍କ ମାମଲରେ (ବକଳି ଅସିସଲେକ୍ସ ଗ୍ରାମରେ) ଯୋଗ ନ ବିଅନି
ତେବେ ବକଳି ହୋଇଥିବା ଅସିସଲେ 15 ଦିନ ପରେ ସ୍ୱତଃ ଭାରସ୍ୱତ୍ୱ ହୋଇ ବକଳି ହୋଇଥିବା ମାମଲ
ତାଲିସିବେ ।

ଆପଣମାନେ ଆପଣଙ୍କ ଅଧିନରେ ଥିବା ସମସ୍ତ ବ୍ୟବସ୍ଥା ରପତରୋଡ଼
ନିର୍ଦ୍ଦେଶନାମା ଜଣାଇଦେବେ ।

ଆପଣଙ୍କର ବିଶ୍ୱସ୍ତ,
ମୁଖ୍ୟ ଶାସନ ପତିବି 17.7.95
ତା- 17.7.95

ଲୋପକ ଶାଖା 16276 / ଡା.ପ.

ପହାର ନକଲ ମୁଖ୍ୟମନ୍ତ୍ରୀଙ୍କ ଶାସନ ପତିବି, ରପ ମୁଖ୍ୟମନ୍ତ୍ରୀ,
ମନ୍ତ୍ରୀ ଓ ରାଷ୍ଟ୍ରମନ୍ତ୍ରୀଙ୍କ ବାକ୍ତିଗତ ସ୍ୱତ୍ୱିକମାନଙ୍କ ନିକଟକୁ ମନ୍ତ୍ରୀ ମହୋଦୟଙ୍କ ଅବଗତ ନିମନ୍ତେ ପେରଣା
କରାଗଲା ।

ସ୍ୱତଃ ଶାସନ ପତିବି 17.7.95

ଲୋପକ ଶାଖା 16277 / ଡା.ପ. 17.7.95 ତା-

ପହାର ନକଲ ସମସ୍ତ ଜିଲ୍ଲାସ୍ତରୀୟ ଅଧିକାରୀ/ସମସ୍ତ ରପତରୋଡ଼
ଅଧିକାରୀ/ ସମସ୍ତ ଡିପ୍ଟିଭାଇବାଇ ଓ ସମସ୍ତ ସ୍ଥାନ ଉନ୍ନୟନ ଅଧିକାରୀଙ୍କ ଅବଗତ ଓ ବିହିତ କାର୍ଯ୍ୟାନୁଷ୍ଠାନ
ନିମନ୍ତେ ପେରଣା କରାଗଲା ।

ସ୍ୱତଃ ଶାସନ ପତିବି 17.7.95

ଗଜକର୍ମ/

ଓଡ଼ିଶା ସରକାର
ସାଧାରଣ ପଞ୍ଚାବନ ବିଭାଗ

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ପତ୍ର ସଂଖ୍ୟା ୨୭୫୫୭ / ସା.ପ.ବି.,

ତାରିଖ ୨୧ ଡିସେମ୍ବର ୧୯୭୫.

ପ୍ରେରକ : ଶ୍ରୀ ପ୍ରମୁଦେଶ ପଟ୍ଟନାୟକ, ଆଇ.ଏ.ଏସ.,
ପୁରୀ ଶାସନ ପରିଷଦ ।
ପ୍ରାପ୍ତେଷୁ : ପନପ୍ର ବିଭାଗୀୟ ପନପ୍ର ଶାସନ ପରିଷଦ / ପନପ୍ର ଶାସନ ପରିଷଦ /
ପନପ୍ର ବିଭାଗୀୟ ମୁଖ୍ୟ / ପନପ୍ର ରାଜସ୍ୱ ବିଭାଗ / ପନପ୍ର ବିଭାଗୀୟ ।
ବିଷୟ : ପରକାରୀ କର୍ମଚାରୀଙ୍କ ବଦଳି ନୀତି ।
ମହୋଦୟ,

ମୁଁ ନିର୍ଦ୍ଦେଶଦାନେ ଜଣାଇଅଛିଟିଏ, ଓଡ଼ିଶା ସରକାର ପତ୍ର ସଂଖ୍ୟା ୨୫୦୫୨
ତା. ୩.୭.୭୫ ତିଥିରେ ପରକାରୀ କର୍ମଚାରୀ ମାନଙ୍କ ବଦଳି ନୀତି ସଂପର୍କରେ ପ୍ରତିତ କରାଯାଇଥିଲା ।

ଉକ୍ତ ପତ୍ର ଅନୁସାରେ ୪ ଠାରୁ ଥିବା ବଦଳି ନୀତିର ଆଦେଶ ପରିବର୍ତ୍ତନ କରାଯାଇ ଏହା ପ୍ରତିତ କରାଯାଇଅଛି
ଯେ, ଅବିଭକ୍ତ କୋରାପୁଟ, କଲ୍ୟାଣ ଓ କଳାହାଣ୍ଡି ଜିଲ୍ଲା ମାନଙ୍କରେ ୫ (ପାଞ୍ଚ) ବର୍ଷ ଗାରିବିବାଜ
ପୂର୍ଣ୍ଣ ହେଉଥିବା କୌଣସି ପରକାରୀ କର୍ମଚାରୀ ବଦଳି ହୋଇଥିଲେ ଏବଂ ତାଙ୍କ ପ୍ରତିବଦଳରେ ଆପଣଙ୍କ
କର୍ମଚାରୀ ଯୋଗଦାନ କରିଥିଲେ ମଧ୍ୟ ବଦଳି ହୋଇଥିବା କର୍ମଚାରୀଙ୍କୁ ତାଙ୍କ ଜିଲ୍ଲାପ୍ରାୟୀ ମୁଖ୍ୟ
ଆକାରୀଙ୍କ ସମ୍ମୁଖରେ ରାଜନୁକ୍ତ କରାଯାଇପାରିବ ।

ଆପଣଙ୍କର ବିଶ୍ୱସ୍ତ,

ପ୍ରମୁଦେଶ ପଟ୍ଟନାୟକ
(ପୁରୀ ଶାସନ ପରିଷଦ)

କର୍ତ୍ତା.

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