

GOVERNMENT OF WEST BENGAL  
DIRECTORATE OF PANCHAYATS & RURAL DEVELOPMENT  
11A, KIRON SANKAR ROY ROAD  
PANCHAYAT BHAVAN:: KOLKATA-1

Memo No. : 2433/II/DP/2T-3/2001

Dated :17.06.2009

**ORDER**

**GUIDELINES REGULATING THE TRANSFER OF P.D.O AND P.A & A.O UNDER THE DIRECTORATE OF PANCHAYATS & RURAL DEVELOPMENT, WEST BENGAL**

*In partial modification of the General Guidelines issued vide memo no. 1072/II/DP/2T-3/2001 dtd. 22.05.2003 in the matter of transfer of P.D.O.s and P.A. & A.O.s under this Directorate, it has been decided that the following guidelines will generally be maintained in connection with the transfer of P.D.O.s and P.A. & A.O.s.*

*However, this order should not be interpreted as dilution of powers of the State Government/Appointing Authority in respect of transfers and postings.*

**A] : General Guidelines :**

- 1. All Orders of transfer in respect of P.D.O.s and P.A. & A.O.s will be issued by the Commissioner of Panchayats & R.D.*
- 2. Routine transfer orders will generally be issued at the end of each financial year and joining to the new places of posting must be completed within the month of June.*
- 3. A P.D.O./ P.A.&A.O. shall be liable to be transferred after 4 years service in a particular place of posting in the interest of public service, excepting that the transfer may be made pre-maturely on an administrative ground/or on medical ground at the discretion of the transferring authority. In case of any exigency, this period may be extended.*
- 4. Every Officer in the cadre of P.D.O./P.A.&A.O. may be posted in a remote or difficult place of posting in North Bengal Districts ( in case of Officers belonging to South Bengal ) or in South Bengal Districts ( in case of belonging to North Bengal ) at least once in service life.*
- 5. An Officer who is due to be transferred as per above transfer guidelines, but who has only 4 years of service or less to retire may be considered for posting as far as practicable to a place of his own choice near to his/her home station, which will be considered as transfer on own seeking.*

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6. *Mutual transfers will be allowed to the officers only when they have completed at least 2 years tenure in any particular place of posting. Mutual transfers will not be considered for such location where any of the officers are getting posted, is either home Block or such place of posting she/he has been posted previously.*
7. *An Officer whose spouse is also a Government employee may be transferred as far as possible, to a place so that the couple may stay in the same station, but this will not contravene the set norms of the transfer policy*
8. *A sincere and hard working Officer who has at least 5 years seniority in service shall be posted at the Office of the District Panchayat & R.D. Office, and their posting will be of a period not exceeding 4 years duration .*
9. *If the transfers are to be made within the district, the D.P. & R.D.O. may initiate a proposal of such transfer on the basis of the above guidelines for consideration of this Directorate and transfer order shall be issued from the Directorate.*
10. *The association may be consulted in the case of transfer of the President, Secretary and Treasurer of the State Level Committee, who will not be generally transferred during their tenure as Office bearer for the relevant year following the last Annual General Meeting. The Officers' Association should submit the names of these office bearers of State Level of the respective associations to the Commissioner of Panchayats & Rural Development, West Bengal after the end of the State Level Conference.*

**B] Policy in respect of Direct Recruits :**

1. *She/he will be initially posted in a remote Block distant from his home place.*
2. *Her/His subsequent postings will be in such Blocks which will have better travel-communication to her/his home place but not within the home district.*
3. *She/he may be considered for posting within the home district at the time she/he approaches superannuation.*

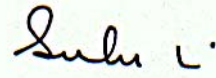
**C] Policy in respect of promotee / selectee officer :**

1. *An Officer who is appointed to the post of P.D.O. on promotion / to the post of P.A.&A.O. on selection shall not be posted to the Blocks where he was posted in the lower feeder post before such promotion / selection.*

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2. *She/he will be initially posted in a remote Block distant from his home place.*
3. *Her/His subsequent postings will be in such Blocks which will have better travel-communication to her/his home place but not within the home district.*
4. *She/he may be considered for posting within the home district at the time she/he approaches superannuation.*

*The undersigned has every right to alter / modify any point as stated above and to add any point if necessary.*



**(SUBRATA BISWAS)**

*Commissioner  
Panchayats & Rural Development  
West Bengal*