

POLICE ORDER No. 79

(Revised)

Instruction in giving effect to transfer orders

All are aware that, transfers are ordered after due deliberation and consideration. But, a large number of instances have come to notice where subordinate Police Officers under orders of transfer, have not been relieved to join their new places of posting in time. Non-implementation or delay in implementation of any transfer order causes serious bottleneck in a transfer chain and often renders it inoperative. Ordinarily, not more than 7 days should intervene between the date of receipt of the transfer order and the actual handing over of the charge. But flagrant violation of this instruction continues to recur.

2. During the recent years, the practice of recommending cancellation or deferment of transfer orders seems to have been accepted by Senior Police Officers as a matter of course. It is, perhaps needless to highlight the dislocation in work and administrative inconvenience, which are caused thereby.

3. It is, therefore necessary that transfer orders should be implemented promptly and charges are handed over within 7 days of receipt of order by the transferred officers. Heads of the offices should pay personal attention to this and should feel answerable for any avoidable delay in implementation of the orders.

4. No application for leave, under any circumstances, should be entertained from the transferred officers by the relieving authorities, who should forward the same to the controlling officer of the posts to which such officers are transferred, after relieving the officers promptly. There should not be any delay in relieving an officer on transfer on the plea that he has represented to the higher authorities as the same does not per se act as an injunction on orders of transfer.

5. Similarly an order of transfer, once issued, should not be cancelled or kept in abeyance unless the same appears absolutely necessary in the public interest. However, such cases should be few and far between. Relief an Officer should not be delayed merely on account of non-arrival of his successor. If on relief and expiry of joining time, whereabouts of an officer are not known, he should be placed under suspension by the competent authority for such unauthorised absence and departmental proceedings should be initiated. Such departmental proceedings should be promptly disposed off by the controlling authorities of the posts to which such officers are transferred. Action U/s. 29 of the Police Act may be contemplated in extreme cases.

6. Often such officers take the plea of sickness and remain on leave. In such cases, they should be directed to appear before the C. D. M. O. of their new places of posting within the stipulated time. Such intimations should be served through special messengers on them and acknowledgement obtained. It should be clearly indicated in such intimations that serious disciplinary action would be taken separately if they do not appear before the C. D. M. O. within the stipulated time. In the interest of discipline, the controlling officer of the new places of posting may personally contact C. D. M. O., obtain his examination report and take prompt action thereon.

7. Transfers and postings should be ordered in strict accordance with the instruction issued from time to time from this Hdqrs. However, due attention should be paid to compassionate considerations in order to reduce resultant hardship, wherever necessary. Mid-educational session transfers should be kept to the essential minimum.

Previous P. O. reference No. 4 of 1952 and Book Circular 42, Paras. 7 & 8 and instruction of G. A. Department letter No. O. & M-1-21/83-733 / Gen.-dated the 4th April 1983)