



GOVERNMENT OF KERALA

**Abstract**

MINIMUM TENURE POLICY FOR GOVERNMENT EMPLOYEES – APPROVED –  
ORDERS ISSUED

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**PERSONNEL AND ADMINISTRATIVE REFORMS (AR 13-2) DEPARTMENT**  
G.O. (P) No.12/04/P&ARD                      Dated, Thiruvananthapuram 10<sup>th</sup> September 2004

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Read: 1. G.O (P) No.13/2000/P&ARD dated 27-4-2000

**ORDER**

Government are pleased to issue guidelines for Minimum Tenure Policy for Government Employees of the State as detailed below:

**General**

1. General transfers may be made only once a year by the middle of May in all departments and in Vacation Departments during mid-summer vacation only. But in the case of the schools, adjustment transfers can be made in July also.
2. Subject to the condition regarding inter district transfer, employees who have not completed three years of service in a station shall not be transferred.
3. No employee who has completed three years of service in a particular station need necessarily be transferred unless there is a claimant who has worked for three years in an outside station to be provided there, or unless a transfer of the existing incumbent has become necessary in public interest.

**(A) Transfer subject to public interest**

If the Government feels it necessary to transfer an employee for the smooth functioning of the office, the Government can transfer the employee by summarily noting this reason in the transfer order.

**(B) Compassionate Grounds**

- (i) Permanent disability to an employee due to some serious disease or accident which makes the employee to have to rely on help from others.

(ii) The Head of Department certifies that expert treatment is not available elsewhere.

(iii) When the Head of the Department certifies that the wife of the employee (Husband in the case of Female employee) or son/daughter who is wholly dependent on the employee becomes affected by some serious disease which makes the employee's presence and care indispensable.

(iv) Orders made on the above grounds have to be re-considered after the completion of one year.

4. For transfer of employees back to their home district/opted district from which they were transferred out for want of vacancies, 3 years duty/service is not applicable. In such cases the employee shall be given transfer against the first vacancy in his home district / opted district (Own district refers to the district where the employee resides permanently)

5. Department period (Foreign Service as defined in the Kerala Service Rules) shall not be considered as period eligible for transfer.

6. Service in a district (Revenue district) within a radius of 15 kilometers is to be considered as service in the same station (station does not refer to the station where the employee has last worked).

7. Service in all the cadres in the same district shall be considered for transfer to own district or opted district.

8. Service in more than one district shall be considered as a whole for transfer to home district/opted district (Service in different cadres also has to be considered as a whole).

9. If the office is shifted from one district to other, the junior most employees in each cadre shall be transferred to the new district. (In such transfers the seniority based on DRB rules shall not be forfeited). The application of those employees who are willing to move to the shifted district shall be considered.

10. Last Grade employees shall be posted in their native districts or districts of their choice. There will be no general transfers for Last Grade employees.

11. Women employees, as far as possible, may not be posted to hilly or remote areas. Employees returning from Maternity Leave shall be posted to the same station. If they so desire to be transferred, their application shall be given first preference.

12. Employees who have been selected for district-wise posting shall have to work, as far as possible, in the same district.

13. Employees who have only two years to retire may be posted to vacancies in stations of their choice, giving preference to those who are due to retire earlier.
14. In considering application for general transfer during a particular year, only that application submitted till the end of February of that year shall be considered.
15. Applications presented by relatives of employees or dependants or others shall be rejected summarily.
16. Transfer to facilitate husband and wife to serve in the same station will be allowed to the extend possible.
17. When there are a large number of applications for a particular station, the order of preference shall be as follows:
  - (a) Length of continuous service in the station at the time of his/her applying for transfer under consideration will be the criterion for transfer.
  - (b) Employees who have put in longest period of service outside the particular station will be given first priority. But employees who have had more than a year's service in assignment in tribal and remote areas and those involving arduous nature of work or who have completed service in the defence service will be given preference by deeming two years of such service as equal to three years. If they are equal to such service thus arrived at, the total service will be taken into account.
  - (c) Terms like hill station/remote station/work of an arduous nature may be each defined by departments and orders shall be made in this connection.
18. Existing orders regarding transfer facilities available to employees belonging SC/ST, Physically handicapped employees, employees who have completed defence service, relative of jawan, wife of freedom fighter or husband or son/daughter who look after the freedom fighter, parents of mentally retarded children and President or General Secretary of recognized service organization, will be followed. Existing orders regarding SC/ST employees G.O (Ms) 459/80/GAD dated 3-10-1980, G.O (Ms) 34/88/P&RD dated 11-7-1988, G.O. (Ms) 198/78/GAD dated 28-4-1978, G.O (Ms) 158/81/GAD, dated 19-5-1981. Physically handicapped employees Cir. No.130558/SD1/82/GAD dated 10-3-1983, personnel in the military service G.O (Rt) 2302/PD dated 1-9-1966, Cir No.476/Adv. C3/88/P&ARD, President/General Secretary of recognised service organization (The term "the headquarters of organization" has been changed to State headquarters/permanent headquarters G.O (Ms) No.220/PD dated 21-7-1967 and G.O No.378/PD dated 18-12-1968 (A) & (B), parents of mentally retarded children- G.O (P) 33/93/P&ARD dated 18-6-1993.
19. Vacancies to be filled up by promotion shall be filled up first by transferring employees to existing vacancies.

20. Employees deputed for training will be re-posted to the old post/station of their choice keeping in view the other guidelines.
21. Applications for mutual transfer shall not be entertained.
22. Transfers within the district will be effected by the Head of the Department. Change of seats in office or station will be effected by District/Taluk Officers according to administrative convenience.
23. Government may have the power to transfer an employee in public interest without and considering the guidelines.
24. Inter-department transfer shall be disposed of following the DRB recruitment rules and General Transfer Guidelines.
25. Amendments to General Transfer shall be made after discussing with service organizations. Based on the General Transfer Guidelines, each department may discuss with service organizations and frame special provision in the guidelines within a period of two months and define the terms mentioned the Para 17 (c).

#### **Secretariat**

26. The tenure of officers of and above the rank of Section Officers shall be three years. For Assistants and Typists, the tenure shall be five years.
27. For the purpose or transfer posting, posts of Deputy Secretary, Joint Secretary and Additional Secretary may be clubbed together without effecting any change in the number of posts in these three categories. A Deputy Secretary on promotion as Joint Secretary and Joint Secretary on promotion as Additional Secretary may be retained in the same department so that a minimum tenure of three years in a Department is ensured.
28. The minimum tenure of Administrative Officer and Finance Officer in a department shall be two years.
29. Government reserves the right to transfer any employee in relaxation of the above on administrative grounds.

By order of the Governor,

**Dr. K.M. ABRAHAM,**  
**Secretary (AR)**

To

All Principal Secretaries/Secretaries / Spl. Secretaries to Government and all Officers  
of Secretariat.

All Heads of Departments and Offices

All District Collectors

All Departments of the Secretariat (All Sections) including Law and Finance.

General Administration (SC) M Department (Based on the Cabinet Decision No. 4350  
dated 22-4-2000)

The Registrar, University of Kerala, Cochin, Calicut, Mahatma Gandhi University

The Secretary, Kerala Public Service Commission, Thiruvananthapuram

The General Manager, KSRTC, Thiruvananthapuram

The Registrar, High Court, Ernakulam

The Registrar, Agriculture University, Mannuthy

The Secretary, KSEB, Thiruvananthapuram

The Private Secretary to Opposition Leader

The Private Secretary to Chief Minister and Ministers.

The Joint Secretary to Chief Secretary



GOVERNMENT OF KERALA

**Abstract**

PERSONNEL AND ADMINISTRATIVE REFORMS DEPARTMENT- MINIMUM  
TENURE POLICY FIXED FOR GOVERNMENT EMPLOYEES – RESTORATION  
OF PRIVILEGES PROVIDED FOR INTER CASTE MARRIED EMPLOYEES FOR  
TRANSFER AND POSTINGS – SANCTIONED – ORDERS ISSUED

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**PERSONNEL AND ADMINISTRATIVE REFORMS (AR 13) DEPARTMENT**  
G.O. (P) No.1/2005/P&ARD Dated, Thiruvananthapuram 4<sup>th</sup> January 2005

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Read: 1. G.O (P) No.13/2000/P&ARD dated 27-4-2000  
2. G.O (P) No.4/2002/P&ARD dated 29-1-2002  
3. G.O (P) No.12/2004/P&ARD dated 10-9-2004  
4. Representation dated 11-10-2004 from the President, Mishravivaha  
Samithi, Thiruvananthapuram

**ORDER**

In the G.O read as 3<sup>rd</sup> paper above Government have ordered minimum tenure policy refixing the guidelines on general transfer for Government Employees of the State. While issuing the order the privileges provided for inter caste married employees for transfers and postings were not incorporated in para 18 of the order which enlists those sections of employees who are specially considered for the purpose. The President of Mishravivaha Samithi, Thiruvananthapuram has requested for the restoration of the above privileges enjoyed hitherto by the inter caste married employees.

Government have examined the request of Mishravivaha Samithi in detail and are pleased to restore those privileges provided in G.O (P) 4/2002/P&ARD dated 29-1-2002 and are not incorporated in G.O (P) 12/2004/P&ARD dated 10-9-2004 as detailed below:

- (i) Government Employees who have entered into inter caste marriage will be posted in the same station as ordered in G.O (Ms) No.256/75/Public dated 1-11-1975. If one of the couple is a State Government Employee or an employee of an Autonomous/ Quasi Government body or even a Private Sector Undertakings, the State Government Employee will be so accommodated in posts that the couple may be at the same station.
- (ii) Government Employee who have entered into inter caste marriage and secured posting to a particular station by virtue of preferential claim will not be disturbed from that station even after getting promoting.

- (iii) The order of priority among different categories of employees for general transfer is third in the case of inter caste married employee.
3. Under para 24 in Government Order 3<sup>rd</sup> read above against inter departmental transfer, the word 'DRD' will be read as DRB.
4. The G.O read as 3<sup>rd</sup> paper stands modified to the above extend.

By order of the Governor,

**Dr. K.M. ABRAHAM,**  
**Secretary (AR)**

To

All Principal Secretaries/Secretaries / Spl. Secretaries to Government and all Officers  
of Secretariat.  
All Heads of Departments and Offices  
All District Collectors  
All Departments of the Secretariat (All Sections) including Law and Finance.  
General Administration (SC) M Department (Based on the Cabinet Decision No. 4350  
dated 22-4-2000)  
The Registrar, University of Kerala, Cochin, Calicut, Mahatma Gandhi University  
The Secretary, Kerala Public Service Commission, Thiruvananthapuram  
The General Manager, KSRTC, Thiruvananthapuram  
The Registrar, High Court, Ernakulam  
The Registrar, Agriculture University, Mannuthy  
The Secretary, KSEB, Thiruvananthapuram  
The Private Secretary to Opposition Leader  
The Private Secretary to Chief Minister and Ministers.  
The Joint Secretary to Chief Secretary



GOVERNMENT OF KERALA

**Abstract**

Personnel & Administrative Reforms Department – Transfer & Postings of Government employees – General Norms/ Guidelines – Modification – orders issued.

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**PERSONNEL AND ADMINISTRATIVE REFORMS (AR 13-2) DEPARTMENT**

G.O. (P) No.15/05/P&ARD

Dated, Thiruvananthapuram 5-5-2005

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Read: 1. G.O (P) No.13/2000/P&ARD dated 27-4-2000 from P&ARD  
2. G.O (P) No.12/04/P&ARD dated 10-9-2004 from P&ARD  
3. Representation dated 19-7-2004 from the General Secretary, All Kerala Parents' Association of the Hearing Impaired submitted to the former Minister for Social Welfare.

**ORDER**

As per G.O (P) No.12/04/P&ARD dated 10-9-2004, Government have reviewed the guidelines for the general transfer of Government employees. In para 18 of the above order, it has been specified that the existing orders (issued in GO (P) No.13/2000/P&ARD dated 27-4-2000) regarding the transfer facilities available to employees belonging to SC/ST, physically handicapped employees, employees who have completed defence service, relative of jawan, wife of freedom fighter or husband or son/ daughter who look after the freedom fighter, parents of mentally retarded children and President or General Secretary of recognized service organization will be continued.

2. Based on a representation submitted to the Minister for Social Welfare by the General Secretary, 'All Kerala Parents Association of the Hearing Impaired, the Social Welfare Department has recommended that necessary steps may be taken to give preference to the parents of deaf and dumb children with speech – hearing impairment, who are Government employees, in the matter of general transfer.

3. Government have examined the matter in detail and are convinced that the request deserves favourable consideration. Government therefore propose to amend the general guidelines for transfer of Government employees suitably. Government are therefore pleased to make the following amendments to the Government orders read above: -

- (i) in para 18 of the G.O read as 1<sup>st</sup> paper above, in the first sentence, after the words  
“അംഗീകൃത സർവ്വീസ് സംഘടനകളുടെ പ്രസിഡന്റെ, ജനറൽ സെക്രട്ടറി”,

the following words shall be inserted namely:-

“ശ്രവണ സംസാര ശേഷിയില്ലാത്ത ബധിരമുകരായ കുട്ടികളുടെ മാതാപിതാക്കൾ”,



- (ii) In para 18 of the G.O read as 2<sup>nd</sup> paper above, in the first sentence, after the words.

“President or General Secretary of recognized service organization”, the following words shall be inserted namely:-

“parents of deaf and dumb children with speech and hearing impairment”.

By order of the Governor,

**Dr. K.M. ABRAHAM,**  
**Secretary (AR)**

To

All Principal Secretaries/Secretaries / Spl. Secretaries to Government and all Officers of Secretariat.

All Heads of Departments and Offices

All District Collectors

All Departments of the Secretariat (All Sections) including Law and Finance.

General Administration (SC) M Department (Based on the Cabinet Decision No. 534 dated 27-4-2000)

The Registrar, University of Kerala, Cochin, Calicut, Mahatma Gandhi University

The Secretary, Kerala Public Service Commission, Thiruvananthapuram

The General Manager, KSRTC, Thiruvananthapuram

The Registrar, High Court, Ernakulam

The Registrar, Agriculture University, Mannuthy

The Secretary, KSEB, Thiruvananthapuram

The Private Secretary to Opposition Leader

The Private Secretary to Chief Minister and Ministers.

The Joint Secretary to Chief Secretary

The Public Relations Department.

Copy to: -

1. The disposal leading to GO (P) No.13/2000/P&ARD dated 27-4-2000 & G.O (P) No.12/2004/P&ARD dated 10-9-2004.
2. Social Welfare Department (w.r.t.their F.No.9757/A2/04/S.W.D)



GOVERNMENT OF KERALA

Abstract

P&ARD—GENERAL TRANSFER GUIDELINES—MODIFIED—ORDERS ISSUED

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PERSONNEL AND ADMINISTRATIVE REFORMS (AR-13) DEPARTMENT

**G.O. (P) No. 21/2009/P&ARD. Dated, Thiruvananthapuram, 30th December, 2009.**

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*Read:*—1. G. O. (P) No. 12/2004/P&ARD dated 10-9-2004.

2. G. O. (P) No. 154/2009/Fin. dated 24-4-2009.

ORDER

As per Government Order read as 2nd paper above the date of retirement of the Government Employees and Teachers of State of Kerala have been unified as 31st March every year. In consequent of the above Government Order, it has become necessary to modify para 1 and 14 of the Government Order read as 1st paper above so as to avoid practical difficulties in the transfer and posting of employees of the State. Government have discussed the matter with the representatives of recognized service organizations and decided to modify the Government Order read as 1st paper above partially.

The para 1 and 14 of the Government Order read as 1st paper above are read as follows:

*Para. 1.* General transfers may be made only once a year-by the middle of May in all departments and in Vacation Departments during mid-summer vacation only. But in the case of the schools, adjustment transfers can be made in July also.

*Para. 14.* In considering application for general transfer during a particular year, only that application submitted till the end of February of that year shall be considered.

The word "May" in Para 1 will be substituted by the word "March". The words "till the end of February of that year" in para 14 of the G. O. read as 1st paper above will be substituted with "December of the preceding year". However, during 2009-10, time for submitting application for general transfers will be upto 31st January, 2010.

The Government Order read as 1st paper above will stand modified to that extent.

By order of the Governor,

G. RAJASEKARAN,  
*Principal Secretary.*

To

All Principal Secretaries/~~Secretaries~~/Special Secretaries to Government and all Officers of Secretariat.

All Heads of Departments and Offices.

All District Collectors.

All Departments of the Secretariat (all Sections) including Law and Finance.

The Registrar, University of Kerala, Cochin, Calicut, Kannur, Mahatma Gandhi University.

The Secretary, Kerala Public Service Commission, Thiruvananthapuram.

The General Manager, KSRTC, Thiruvananthapuram.

The Registrar, High Court, Ernakulam.

The Registrar, Agriculture University, Mannuthy.

The Secretary, KSEB, Thiruvananthapuram.

The Private Secretary to Opposition Leader.

The Private Secretary to Chief Minister and Ministers.

The Joint Secretary to Chief Secretary.

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## GOVERNMENT OF KERALA

### Abstract

PERSONNEL AND ADMINISTRATIVE REFORMS DEPARTMENT—TRANSFER AND POSTING OF  
GOVERNMENT EMPLOYEES—GENERAL NORMS/GUIDELINES—ORDERS ISSUED

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PERSONNEL AND ADMINISTRATIVE REFORMS (AR-13) DEPARTMENT

**G. O. (P) No. 22/2009/P&ARD. Dated, Thiruvananthapuram, 30th December, 2009.**

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- Read:—*
1. G. O. (P) No. 22/92/P&ARD dated 18-4-1992.
  2. G. O. (P) No. 13/2000/P&ARD dated 27-4-2000.
  3. G. O. (P) No. 12/04/P&ARD dated 10-9-2004.
  4. G. O. (P) No. 1/05/P&ARD dated 4-1-2005.
  5. G. O. (P) No. 15/05/P&ARD dated 5-5-2005.

### ORDER

As per G. O. read as 3rd paper above, Government have reviewed the guideline for the General Transfer of Government Employees. In para 18 of the above order, it is specified that the existing orders issued in G. O. read as second paper above regarding the benefits on transfer available to employees belonging to SC/ST, physically handicapped employees, employees who have completed Defence Service, relative of Jawan, wife of Freedom Fighter or husband or son/daughter who look after the Freedom Fighter, parents of mentally retarded children and President or General Secretary of recognized Service Organization will be continued.

2. Government have given an assurance on the floor of the Legislative Assembly that the scope for extending benefit in matters of transfer to the widow employees of the State shall be considered as and when the matter is being discussed with the Service Organizations. On 7-12-2009 a discussion was held with the Service Organizations for amending certain provisions in the General Transfer guidelines and then the issue was also discussed. It was resolved that the benefit in matters of transfer shall be extended to the widow and widower employees in the State.

As per G.O.s read as 1st, 4th and 5th papers above the following categories of employees are enjoying benefit in matters of transfer.

1. SC/ST employees.
2. Physically handicapped.
3. Inter-caste married employees.
4. Ex-servicemen.
5. Relatives of Jawans.
6. Spouse of Freedom Fighter or son/daughter who look after Freedom Fighter.
7. Parents of Mentally Retarded Children.
8. President/General Secretary of recognised Service Organisation.
9. Parents of Deaf and Dumb Children.

In the above circumstances the Government are pleased to include the employees who are widow or widower also among the preferential category. The order of priority of such employees shall be after the parents of deaf and dumb children.

By order of the Governor,

G. RAJASEKARAN,  
*Principal Secretary.*

To

All Principal Secretaries/Secretaries/Spl. Secretaries to Government and all Officers of Secretariat.

All Heads of Departments and Offices.

All District Collectors.

All Departments of the Secretariat (All Sections) including Law and Finance. The Registrar, University of Kerala, Cochin, Calicut, Kannur, Mahatma-Gandhi University.

The Secretary, Kerala Public Service Commission, Thiruvananthapuram.

The General Manager, KSRTC, Thiruvananthapuram.

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The Secretary, KSEB, Thiruvananthapuram.

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