

3.	Instructions regarding Adjustment / Transfer of staff:	
i)	Regarding transfer of Class-III employees.	2-3
ii)	Regarding transfer of Class – III employees.	4
iii)	Regarding transfer/adjustment of staff.	5-6

Instructions regarding Adjustment / Transfer of staff:

From

The Chief Administrator,
HUDA, Panchkula

To

All the Subordinate Offices
of HUDA in the State.

Memo No. EA-5-2006/45095-179

Dated:28.12.2006

Subject: Regarding transfer of Class-III employees.

-:-

Your attention is invited to the Head Office instructions issued vide No.EA-1-98/25497-565 dt.08.09.98, No.2820-71 dt.8.2.2000 and other instructions issued by the State Govt. from time to time wherein field authorities have been restricted from making any transfer or even local adjustment at their own level. The transfers, local adjustment or shifting of Head Quarter temporarily of Class-III and above employees are only made by the Head Quarter on complaint, administrative reasons or mutual requests and under the Govt. directions/orders.

But, it has been observed that some of the field officers are still making transfers/local adjustments of Class-III employees local stations as well as from one station to other station at their own level. This action at the field level is a clear cut stepping out of jurisdiction of powers and violation of Head office/Govt. instructions. Such unwanted actions have been creating administrative complications for Head Office.

It is again impressed upon you that in future no such transfer or even local adjustments be made at your own level in any circumstances. It is also made clear that in future no salary be paid by the concerned D.D.O. to such employees who has been transferred/adjusted by the field authority and

payment to such unauthorized transferee will be at the risk and cost of concerned D.D.O.

These instruction be followed meticulously and any violation of these instructions/directions will tentamount to disciplinary action against the officers/ officials at fault.

Sd/-
Secretary,
for Chief Administrator, HUDA,
Panchkula

Endst. No.EA-5-06/45180

Dated:

A copy of above is forwarded to all Assistants of Establishment Branch, HUDA (HQ), Panchkula for information and necessary action.

HUDA,

Sd/-
Secretary,
for Chief Administrator,
Panchkula.

From

The Chief Administrator,
HUDA, Panchkula

To

All the Zonal Administrators of HUDA in the State

Memo No. EA-3-2007/19228-32

Dated:25.05.2007

Subject: Regarding transfer of Class – III employees.

-:-

Reference this office memo No.EA-3-2006/45095-179 dated 28.12.2006 which is addressed to all subordinate offices of HUDA on the subject noted above.

In order to increase the efficiency of the system, you are hereby permitted/ allowed to transfer Class-III employees of HUDA from one office to another office within the same station in your jurisdiction strictly only on complaint basis. After making such type of transfers, send the information to this office alongwith ground of transfers of the employee immediately

.

Sd/-
Secretary,
for Chief Administrator, HUDA,
Panchkula

Endst. No. EA-3-2007/

Dated:

A copy of the above is forwarded to all the Establishment Assistants of HUDA (HQ), Panchkula.

Sd/-
Secretary,
for Chief Administrator, HUDA,
Panchkula

From

The Chief Administrator
HUDA, Panchkula.

To

1. All the Zonal Administrators,
HUDA in the State.
2. The Chief Engineer-I & II,
HUDA, Panchkula.
3. All Estate Officers of HUDA.

Memo No. EA-2-08/6453-77

Dated: 14.02.2008

Subject: - Regarding transfer/adjustment of staff.

Reference this office memo No.EA-3-07/19228-32 dt.25.05.2007 which is addressed to al subordinate offices, on the subject noted above wherein it was intimated that concerned Zonal Administrators were permitted/allowed to transfer Class-III employees of HUDA from one office to another office within the same station in their jurisdiction strictly on complaint basis. After making such type of transfers, send the information to this office alongwith ground of transfers of the employee immediately.

Now the matter has been considered again and it has been observed that Zonal Administrators are not intimating to the Head office after making such type of transfers causing administrative problems. So it has been decided before making such type of transfers prior approval of the Chief Administrator, HUDA may be obtained. In case any transfer is made without prior permission of the Chief Administrator, HUDA disciplinary action will be initiated against the defaulting officers.

This has the approval of Chief Administrator, HUDA.

Sd/-
(M. Sharma)
Secretary,
for Chief Administrator, HUDA,
Panchkula.