

DIRECTORATE OF HORTICULTURE, ODISHA

KRUSHI BHAWAN, BHUBANESWAR

No. DHO-ESTTI-NG-0003-2023

4331

/Hort. Dt. 20-04-2023

To,

The Deputy Director of Horticulture (All)

The Assistant Director of Horticulture (All Independent charges).

Sub: - Guidelines for transfer of Horticulture Overseer in the state.

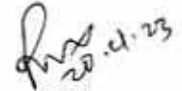
Sir,

In inviting a reference to the subject cited above, I am directed to enclose herewith the Notification No. 4028/A&F.E Dt. 06.04.2023 regarding guidelines for transfer of Horticulture Overseer which is self explanatory.

You are therefore requested to circulate the above guidelines among the concerned staffs working under your establishment under intimation to this Directorate.

Encl: As above

Yours faithfully,



Administrative Officer



S-T

AP, 255111
Enclb - supplies
Xerox copy may be sent
P
20/1/2023

**GOVERNMENT OF ODISHA
DEPARTMENT OF AGRICULTURE AND FARMERS' EMPOWERMENT
DIRECTORATE OF HORTICULTURE: ODISHA:
KRUSHIBHAWAN: BHUBANESWAR.**

NOTIFICATION

No. 4028

/A&FE Dated-----06.04.2023

DHO-ESTTII-NG-0003-2023

Sub: - Guidelines for Transfer of Horticulture Overseers in the State

In order to ensure that transfers of Horticulture Overseers working under the control of Directorate of Horticulture, Odisha, Bhubaneswar are taken up in a transparent and rational manner with utmost priority to public interest and appropriate consideration of human difficulties as far as practicable, the DH (O) after careful consideration, have been pleased to formulate the following guidelines for transfer of Horticulture Overseers (State Cadre).

1. Title & Applicability :-

1.1 This guidelines shall be called "Guidelines for transfer of Horticulture Overseers, 2023"

1.2 These guidelines shall be applicable to all Horticulture Overseers.

2. Broad Objectives:

2.1 The DH (O) shall strive to maintain an equitable distribution of its employees i.e Horticulture Overseer through its Transfer /Deployment, in a transparent way to ensure efficient functioning of the Directorate.

2.2 All Horticulture Overseers belong to State cadre. They are liable to be posted & transferred anywhere in the State. Transfer cannot be claimed as a matter of right. While effecting transfers, the interest shall be given uppermost consideration and the problems and constraints of Horticulture Overseer.

2.3 Displacement of staff will be done in a phased manner, through a process of online counseling and in the overall interest of the Horticulture Field works.

3. Transfer Eligibility Criteria

In order to apply for an Horticulture Overseer, an employee must have worked in the current station on regular basis for at least 3 years as on 1st April of the year of transfer.

4. **Types of Transfer**

Transfer may be broadly classified into three types, viz.

4.1 Request Transfer which is affected based on the request of an employee.

4.2 Normal Transfer which is affected after an employee has completed tenure of 5 years at a particular station.

4.3 Administrative Transfer, which the Directorate orders suo-motu, in the exigencies of service & in public interest.

5. **Defining vacant posts**

There shall be two types of vacancies (i) Existing Vacancy (ii) Anticipated Vacancy.

5.1 **Existing Vacancy:** A post not occupied by any Horticulture Overseer, a post which become vacant due to retirement, promotion, Voluntary retirement.

5.2 **Anticipated Vacancy:-** A post occupied by a Horticulture Overseer for five years or more on the qualifying date; or a post occupied by such Horticulture Overseer which will be vacant after an option for transfer is given from his/her station,

5.3 Some vacancies of all categories of Horticulture Overseers will remain unfilled at any given point of time.

6. **Basic Principles:**

6.1 Transfer/Posting will not be claimed as a matter of right.

6.2 The option once exercised and confirmed shall be final and can be changed only under the provisions of this policy.

6.3 Unless protected under a provision of this policy, every Horticulture Overseer completing 5 years of continuous stay in a particular District may be normally transferred to another District subject to be decided by Administrative Deptt. i.e DH (O) taking into account different aspects.

6.4 In case no option is received for a "anticipated vacancy", Horticulture Overseer occupying that post shall be allowed to continue in the same District for the next session.

7. **District/Block wise Category.**

7.1 In view of distance from the state and district headquarters and non-availability of communication facilities, the location of some blocks are considered as hard station as enclosed **Annexure-A**.

7.2 Any modification in the categorization of **District/Blocks** in a hard station shall be made by the Government and shall be hosted on the official website.

7.3 If an employee is posted for two consecutive terms in hard station, he/she will be given preference for transfer to his/her home district.

8. Eligibility for Request Transfer

8.1 In order to apply for a transfer, a Horticulture Overseer must have worked in the current station on regular basis for at least 3 years as on 1st April of the year of transfer.

8.2 Request for transfer for a particular post will be considered at a station on the basis of "Transfer Count" as mentioned in Para 11 from among the Horticulture Overseers who have applied.

8.3 In case of a tie in the transfer count of two or more Horticulture Overseers competing for a District, the female employee shall be preferred first. In case of tie in two or more employees of the same gender an employee with an earlier date of joining in present post in present District shall be preferred. If the date of joining in present post in present District also coincides, then the older employee shall be given preference. Transfer counts of all request transfer applications shall be displayed on the website.

8.4 Fresh applications shall be invited for mutual transfer.

8.5 A cut off mark on transfer count may be prescribed on year-to-year basis in such a way that an employee whose transfer counts is equal to cut off mark or more may be transferred to one of the desired station(s) even by way of displacement of an employee.

8.6 In the event if there is no clear vacancy at the desired District(s), an employee having the highest displacement count subject to not being below cut off mark fixed for displacement shall be liable to be displaced from within the choice station(s) in order of preference indicated by the needy employee.

8.7 The request of a needy Horticulture Overseers may not be acceded to, if no employee holding the same post and having a displacement count below displacement cut off is found in all the choice station(s) going in order of preference indicated by the employee.

8.8 Additional parameters can be added/ deleted by the **Department**. Points allocated for different parameters can be altered to remediate any imbalance resulting in transfers on year-to-year basis. Changes shall be notified well in advance 'before inviting applications.

8.9 Further, the request of an employee with a lower transfer count can be accommodated in preference to employee(s) with higher transfer count if the services of such an employee are considered for efficient functioning of the Directorate or in view of such other circumstances faced by the employee who justifies such consideration.

9. Procedure for request transfer:

9.1 The transfers shall be processed through on-line computer-based programme.

9.2 The guidelines for transfer shall be published in the website of the Directorate and the form of application for transfer shall also be available in the website.

9.3 The District-wise vacancies to be filled up shall be displayed in the website so as to enable the employees to choose their preferences.

9.4 The employee desirous of transfer shall apply on-line and choose vacancy/vacancies in order of preference to be indicated in the instructions to be published along with the application.

9.5 The applications shall be scrutinized through the computer programme on the basis of principles contained in these guidelines and the instructions to be published in the website. The list of applications rejected will be published on the website.

9.6 Eligible applications shall be listed on the basis of points awarded.

9.7 The Draft Eligible List prepared in order of priority shall be generated and placed before the Transfer Committee constituted in the following manner:

- (1) Director of Horticulture (O) -Chairman;
- (2) Addl. Director/Joint of Horticulture - Member;
- (3) Accounts Officer (Budget) - Member;
- (4) Administrative Officer concerned Establishment Branch - Member
Convener

9.8 The Transfer Committee shall verify the eligible list prepared through computer Based programme and approve the same subject to modification as required.

9.9 After approval, the DH (O) shall issue orders of transfer with the date of relieve.

10. Criteria for deciding the claim against vacancy:

10.1 The decision of allotment to a vacancy shall be based on the total composite score of points earned by an employee. The Horticulture Overseer earning the highest points shall be entitled to be transferred against a particular vacancy.

10.2 Length of service/ total transfer count/ displacement count shall be the prime factor for deciding the claim of the Horticulture Overseers against the existing vacancy since it shall have a weightage of points.

11. Parameters, Points and Calculation of Transfer Count of an Employee for Request Transfer.

Weightage of points shall be awarded to the employees who belong to categories i.e. women, widows, widowers, persons with disabilities, terminal illness, and well performing Horticulture Overseers as indicated in the table below:

SL No.	Parameter	Description	Maximum Point	Criteria for calculation
1	Request transfer	Posting at a station as on 1 st April (Periods of absence of 180 days or more shall not be counted)	10	2 points for each completed year
2	Gender	Women employee	5	5 points will be given to female Horticulture Overseer (women employee eligible for points under serial no 3, 5 and 6 herein shall not be eligible for this transfer point)
3	Special Category Female Horticulture Overseer	Widow/divorced/unmarried women Horticulture Overseer more than 40 years of age/wife of serving defence personnel/paramilitary personal working outside the state.	50	All females of this category shall be given maximum 50 points
4	Special Category Male officer	A widower (a male who has lost his wife and has not remarried) and has one or more minor children and/or unmarried daughter	50	Shall be given maximum 50 points only (in case remarriage of self/children becoming major/daughter getting married)
5	Spouse case	Spouse, if working in the A & FE Deptt. at the requested station/district	50	
6	Spouse case	Spouse, other than the A & FE Deptt. if working in Govt. sector at the requested station/district	30	
7	Completion of tenure in Hard Block	If an employee has completed a tenure of three years or more in very Hard station, he/she will be awarded maximum 50	50	Three & more than three tenures = 50 points, Two tenures = 30 points One tenure = 20

		points		points.
8	Persons with Disabilities(PWD)	Vision(Above 80% disability) Locomotors above 60% disability) Persons on a wheelchair	80 40 60	The employee should have valid disability certificate duly certified by competent authority as per SSEPD Notification No. 2785 dated 06.03.2019
9	Type of disease Cancer, Paralytic Stroke, Heart Bi-Pass Surgery, Renal failure, Coronary artery disease, Thalassemia, Parkinson's disease, Motor neuron disease, any other disease with more than 50% mental disability	Self/Spouse/Unmarried Children/ Mother/Father	50	Certified by Competent Medical Authority from District Medical Board(Types of disease prescribed as valid for medical ground explained as Annexure-B)
10	Differently able dormentally challenged children	Employee having mentally challenged children with IQ below 70 or 100 % differently abled child.	40	Certified by Competent Medical Authority from the District Medical Board.
11	Retirement	Applied transfer for Retirement within 2 years	25	

12. Method for displacement transfer basing on displacement count:

12.1 Displacement means to transfer an employee from the present place of posting to a new station/place to accommodate another employee in his/her place. This is necessary for giving a choice place of posting to special category of employees, employees coming from hard & very hard stations after completion of tenure and for posting at least two female employees in District.

12.2 In case of a tie in the transfer count of two or more employees in DH(O), the male employee shall be preferred for displacement.

12.3 In case of a tie in two or more employees of the same gender, an employee with an earlier date of joining in present post in present District shall be displaced.

12.4 If the date of joining in present post in the present District also coincides, then the older Horticulture Overseer shall be displaced.

12.5 The employees who are likely to be displaced may submit the option for posting, after the date of submission of option for request transfer has expired for the specified year.

12.6 List of eligible employees for displacement shall be displayed on the website after the verification of service particulars by the Controlling Officer concerned before the displacement exercise begins. Thereafter the counts shall remain displayed for the information of all during the process of displacement and shall automatically become infructuous after the expiry of counseling process of the year concerned.

12.7 Horticulture Overseers above 58 years as on 1st April of the respective year of transfer shall be exempted from displacement. **If any Overseer on verge of Retirement, i.e Two Years his/her case be considered with weightage of 25 Marks**

13. Factors, points and calculation of displacement count of an employee for displacement transfer.

Displacement from a post at a location/station shall be made in decreasing order of displacement count of employees, based on points given here under.

I. No	Major factor	Points to be awarded
	Posting at a station as on 1 st April of the year of transfer (Period of absence for 180 days or more shall not be counted)	2 points for each completed year
	Annual Performance Report grading for the last Two years	2 points for each below average grading.
	Employees below 40 years (as on 1 st April of the year) who have not completed one tenure at hard/very hard/stations during entire service in any post.	10 points
	Death of spouse or own child if occurred within one before 1 st April of the year/widow/disease of self, spouse, dependent children and parents. Clarification:- If an employee qualifies for more than one ground the points shall be limited.	Minus 50 points
	If spouse is posted at the same station / district	Minus 50 points

	If spouse is a defence /Central armed Police Forces/employee posted at the same station/district.	Minus 40 points
	If spouse is a Central Govt./state Govt. employee posted at the same station/district.	Minus 40 points
	If woman employee who is not spouse of a /Defence/CAPF/Central Govt./ State Govt.	Minus 6 points
	Persons with Disabilities(PWD)	Minus 60 points
0	Differently abled or mentally challenged children(Employee having mentally challenged children with IQ below 70 or 100% differently abled child)	Minus 20 points
1	Award winning employees:- •National award given by the President of India Agriculture award winner	National award – minus 6 points State award-Minus 2 points
2	•Displacement	Total score of all the points

14. Mutual Transfer:

An Horticulture Overseer shall be eligible for seeking a mutual transfer at his/ her desired place, if, she/he full-fills the following conditions:

14.1 If he/she has completed at least three years stay in the same post at the same station on initial posting.

14.2 Benefit of the mutual transfer shall be allowed only three times in the entire service period with the condition that the same pair of employees cannot seek the second time mutual transfer with each other.

14.3 The entry for availing the opportunity of a mutual transfer shall be made in the service records of the employee. Mutual transfer seeker employees shall apply separately through proper channel after the completion of the normal transfer process.

14.4 The entire transfer exercise shall be completed as per the schedule at **Annexure-C**.

15. Post transfer exercise

15.1 All Transfers shall be implemented within **07** days of their issuance, failing which the drawl of their salary will be stopped, if non-joining is attributed to them.

15.2 The Horticulture Overseers transferred on administrative grounds will not be transferred back to the same station from where they were transferred.

15.3 The DH (O) will form an online grievance redressal system through which Aggrieved Horticulture Overseer, if any, can submit his/her grievance to Department of A & FE within 7 days of joining in the new post.

16. Power of relaxation of Guidelines

Notwithstanding anything contained in the guidelines, the **DH (O)/Department/ next Higher Authority** shall be the competent authority to order for transfer of any employee to any place in relaxation of any or all of the above provisions.

17. Interpretation of Guidelines

1. The DH (O) shall be the sole competent authority to interpret above provisions and pass such order(s) as deemed appropriate and essential to facilitate the implementation of the policy for effective control and administration of the DH (O) as a whole with the approval of Govt.

2. The above guideline for transfer will be put on the website of the DH (O) and it shall be presumed to have been sent to all concerned for compliance.

3. This guidelines if comes in contradiction with any of the provision of the guidelines issued by GA & PG Deptt. the provision of GA & PG Deptt. shall be held good

ANNEXURE-A

List of Hard Blocks

Sl. No.	District	Block
1	Angul	Kishorenagar
2	Bolangir	Bangamunda
3	Bolangir	Muribahal
4	Bolangir	Turekela
5	Bargarh	Jharbandh
6	Bargarh	Paikmal
7	Bargarh	Rajborasambar
8	Deogarh	Barkote
9	Deogarh	Tileibani
10	Gajapati	Gumma
11	Gajapati	Kasinagar
12	Gajapati	Mohana
13	Gajapati	Nugarh
14	Gajapati	R. Udayagiri
15	Gajapati	Rayagada

16	Jharsuguda	Lakhanpur
17	Kalahandi	Dharamgarh
18	Kalahandi	Kalampur
19	Kalahandi	Karlamunda
20	Kalahandi	Madanpur Rampur
21	Kalahandi	Narla
22	Kalahandi	Koksara
23	Kalahandi	Th. Rampur
24	Kandhamal	Chakapad
25	Kandhamal	Daringibadi
26	Kandhamal	K. Nuagam
27	Kandhamal	Kotagarh
28	Kandhamal	Phiringia
29	Kandhamal	Raikia
30	Kandhamal	Tikabali
31	Kandhamal	Tumudibandha
32	Keonjhar	Telkoi
33	Koraput	Bandhugaon
34	Koraput	Boipariguda
35	Koraput	Borigumma
36	Koraput	Dasmantpur
37	Koraput	Kotpad
38	Koraput	Lamtaput
39	Koraput	Laxmipur
40	Koraput	Nandapur
41	Koraput	Narayanpatna
42	Koraput	Pottangi
43	Malkangiri	Kalimela
44	Malkangiri	Khairput
45	Malkangiri	Korukonda

46	Malkangiri	Kudumulugumma
47	Malkangiri	Malkangiri
48	Malkangiri	Mathili
49	Malkangiri	Podia
50	Mayurbhanj	Jamda
51	Mayurbhanj	Thakurmunda
52	Nabarangpur	Chandahandi
53	Nabarangpur	Kosagumuda
54	Nabarangpur	Tentulikhunti
55	Nabarangpur	Umarkote
56	Nuapada	Bodangi
57	Nuapada	Komna
58	Nuapada	Nuapada
59	Nuapada	Sinapali

ANNEXURE-B

TYPE OF DISEASES PRESCRIBED AS VALID FOR TRANSFER ON MEDICAL GROUNDS

Medical Ground means an Horticulture Overseer seeking transfer based on one or more of the medical conditions listed below affecting himself /herself, spouse or dependent son/daughter/parents. New diseases will be added as notified by competent authority from time to time

TYPE OF DISEASE

- (a) **CANCER.**
- (b) **PARALYTIC STROKE/ HEART BI-PASS SURGERY.**
- (c) **RENAL FAILURE.**
- (d) **CORONARY ARTERY DISEASE AS EXPLAINED BELOW.**
- (e) **THALASSAEMIA.**
- (f) **PARKINSONS' DISEASE.**
- (g) **MOTOR NEURON DISEASE.**
- (h) **AIDS**
- (i) **ANY OTHER DISEASE WITH MORE THAN 50% MENTAL DISABILITY.**

The brief description of illness which will be considered as medical grounds for transfer, in terms of transfer guidelines is as under, Medical terms referred herein will bear the meaning as given in the Butterworth's Medical Dictionary.

a. Cancer

It is the presence of uncontrolled growth and spread of malignant cells. The definition of Cancer includes leukaemia, lymphomas and Hodgkin's' disease.

Exclusions:

This excludes non-invasive carcinoma(s) in-Situ, localized non-invasive tumour (s) revealing early malignant changes and tumour (s) in presence of HIV infection or AIDS; any skin cancer excepting malignant melanoma(s) are also to be excluded.

b. Paralytic Stroke/Heart Bi-Pass Surgery

(Cerebra-vascular accidents) Death of a portion of the brain due to vascular causes such as (s) Hemorrhage (cerebral), (b) Thrombosis (cerebral), (c) Embolism (cerebral) causing total permanent disability of two or more limbs persisting for 3 months after the illness.

46	Malkangiri	Kudumulugumma
47	Malkangiri	Malkangiri
48	Malkangiri	Mathili
49	Malkangiri	Podia
50	Mayurbhanj	Jamda
51	Mayurbhanj	Thakurmunda
52	Nabarangpur	Chandahandi
53	Nabarangpur	Kosagumuda
54	Nabarangpur	Tentulikhunti
55	Nabarangpur	Umarkote
56	Nuapada	Bodangi
57	Nuapada	Komna
58	Nuapada	Nuapada
59	Nuapada	Sinapali
60	Rayagada	Bissamcuttack
61	Rayagada	Chandrapur
62	Rayagada	Gudari
63	Rayagada	Kasipur
64	Subarnapur	Dunguripali
65	Subarnapur	Tarbha
66	Subarnapur	Ulunda
67	Sundargarh	Gurundia
69	Sundargarh	Koira
70	Sundargarh	Kuarmunda
71	Sundargarh	Nuagaon

Exclusions:

(i) Transient/ischemic attacks.

(ii) Stroke-like syndromes resulting from

- A. Head Injury
- B. Intracranial .space occupying lesions like an abscess, traumatic hemorrhage tumor.
- C. Tuberculosis meningitis, pyogenic meningitis and meningococcal meningitis.

(c) Renal failure

It is the final renal failure stage due to chronic irreversible failure of both the kidneys. It must be well documented. The teacher must produce evidence of undergoing regular hemodialysis and other relevant laboratory investigations and doctor certification.

(d) Coronary artery disease

A. Cases involving surgery on the advice of a consultant cardiologist to correct narrowing or blockage of one or more coronary arteries or valve replacements/reconstructions shall be considered MDG cases up to three years from the date of actual open-heart surgery and the eligible employees shall be entitled to the points during this period.

B. Cases involving non-surgical techniques e.g. Angioplasty through the arterial system. Such cases will be considered MDG Cases for one year, from the date of procedure and the eligible employees shall be entitled to points during this period.

(e) THALASSAEMIA

It is an inherited disorder and it is diagnosed on clinical and various laboratory parameters. Patient with Thalassaemia, who is anaemic and is dependant upon regular blood transfusion for maintaining the haemoglobin level. Besides, he is on chelating agent and other supportive care.

Inclusions:

Thalassaemia major:- History of blood transfusion/ replacement at less than three months interval. It must be well supported by all medical documents. The history should include the periodicity/duration of blood transfusion/ replacement required by the patient/Chelation therapy.

Exclusion:

A. A patient may have Thalassaemia minor. His anaemia may become severe because of concurrent infection or stress. Anaemia may become severe because of nutritional deficiency or other associated factor.

B. Blood transfusion is not required and these patients do not require Chelation therapy.

(f) PARKINSONS' DISEASE

A. Slowly progressive degenerative disease of the nervous system causing tremor, rigidity, slowness and disturbance of balance. Must be confirmed by a neurologist.

B. Inclusion:

Involuntary tremulous motion with lessened muscular power, in parts not in action and even when supported; with a propensity to bend the trunk forward and to pass from awaking to a running pace, the senses and intellects being uninjured.

Exclusion:

A. Patients who are stable with the support of medicine.

B. Detection of Parkinson's' disease within 5 years.

Requirement:

Date of detection of the disease, hospitalization extent of involvement, duration of treatment along with discharge summary should be furnished. Mention should be made about the progressiveness of the disease, and summary of inception of the patient must be confirmed by Neurologist.

(g) MOTOR-NEURON DISEASE:

The slowly progressive degeneration of motor neuron cells of the brain and spinal cord causing weakness, wasting and twitching in limbs and difficulty in peaking and swallowing must be confirmed by a Neurologist.

Inclusions:

Irreversible/ progressive motor neuron disease with presence of weakness wasting and fasciculation of limbs with/ without brisk tendon jerks and extension painter response.

Exclusion:

Weakness of muscle due to other causes like infections, neuropathy tribulation, idiopathic, a motor-neuron disease involving less than 02 limbs and the muscle poyer is more than 3 grades.

Requirement: It should be duly supported by MRI, EMG and nerve conduction test.

(h) AIDS:

Inclusions: A person who is diagnosed with HIV+ and going under treatment.

(i) "Any other disease with more than 50% mental disability duly examined by and recommended by the Appellate Authority

ANNEXURE-C

CALENDAR OF ACTIVITIES FOR TRANSFER OF HORTICULTURE OVERSEER

SL No	Activity	Date
1	Online submission of required information for displacement transfer who will be completing 5 years as on 1st April	15 th March - 22 nd March
2	Validation of data provided by the applicant.	23 rd March - 31 st March
3	Approval of list of employees to be displaced by the Committee and uploaded	By 5 th April
4	Finalization of vacancies (both actual and deemed)	By 10 th April
5	Online application for request transfer of the employees eligible /to be eligible as on 1 st April with preference for place of posting.	11 th April- 25 th April
6	Submission of preference of place of posting by the employees to be displaced.	26 th April-30 th April
7	Validation of data submitted by employee for request Transfer.	1 st May-7 th May
8	Finalization of list of employee eligible for transfer	8 th May-15 th May
9	Transfer exercise against all type of vacancies including displacement transfer	16 th May - 22 nd May
10	Approval of the transfer proposal by the Committee.	23rd May- 30th May
11	Issue of transfer order.	By 1 st June
12	Submission of application for mutual transfer duly verified by the Committee.	3 rd June- 8 th June
13	Approval of the Mutual transfer proposal by the Committee and Issue of mutual transfer order	9 th June- 15 th June

This notification will take effect from the calendar year-2023.

Director of Horticulture cum -

Ex -Officio - Additional Secretary to Govt.

Memo. No. 4029 /A&FE

Dt. 06.04.2023

Copy submitted to PS to the Hon'ble Minister, A & FE / PS to APC- Cum - ACS, Odisha / PS to Principal Secretary to Government, A & FE Department, Odisha for kind information of Hon'ble Minister/ APC/Principal Secretary.

~~Director of Horticulture~~ cum -

Ex -Officio - Additional Secretary to Govt.

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