

GOVERNMENT OF ASSAM
IRRIGATION DEPARTMENT ::: ESTABLISHMENT BRANCH
DISPUR ::: GUWAHATI-6

ORDERS BY THE GOVERNOR
Notification

Date : 11/01/2024

No. IGN(E) 432479 / 6 : In the interest of public service, without prejudice to the existing Government OMs, Circulars, Cabinet Decisions etc. and in supersession of the existing Standard Operating Procedure (SOP) of Irrigation Department for transfers and postings of officers issued vide Notification No. IGN(E)290/2021/3 dated 10/12/2021, the following SOP in the matter of transfers and postings in respect of officers under Irrigation Department, Assam shall come into force with immediate effect.

STANDARD OPERATING PROCEDURE (SOP)

(A) Tenure of service of Officers

1. The tenure of service of an officer of the Department from the rank of Junior Engineer to the rank of Superintending Engineer, in any particular place of posting, shall be 3 (three) years from the date of joining in the office. The officers shall be transferred from their current posts on completion of 3 (three) years, subject to other provisions in this SOP mentioned hereinunder.
2. If any officer is to be transferred before or retained beyond the tenure stipulated above in case of any administrative or public exigency or compelling circumstances, the same shall be done in adherence to extant Government Rules, OMs etc. and with due approval of Competent Authority.

(B) General terms of transfers:

1. Transfer of officers shall not normally be initiated before completion of 3 (three) years of service in a particular place of posting unless any administrative or public exigency or compelling circumstances merit such transfer.
2. While deciding upon the place of posting of officers on transfer or promotion, the guiding principles shall include the following considerations, to the extent that available vacancies and other provisions of this SOP allow :
 - a) An officer should have postings in at least 4 (four) different Districts throughout the entire service tenure and at least 2 (two) of the four districts should be from two different zones (Upper Assam Zone, Middle Assam Zone, Lower Assam Zone and South Assam Zone including Hill Districts.)
 - b) All officers should mandatorily have field postings for at least 3 years, especially at the level of Junior Engineer or Assistant Engineer. Officers having adequate field exposure should be preferred for manning the posts in the Directorate headquarter.
 - c) Under normal circumstances, no officer should continue in the same office / headquarter for more than 3 continuous years.
 - d) There should be a rational distribution of manpower across Divisions throughout the State and in deploying officers on transfer / promotion, care should be taken to avoid a situation in which vacancies accumulate in a particular area for a very long period.

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3. Incumbents due for retirement on attaining the age of superannuation in next 1 (one) year, either shall not be transferred or shall be given posting on transfer in home or adjoining district to the extent possible.
4. Incumbents belonging to the following categories either shall not be transferred or shall be given posting on transfer in home or adjoining district, to the extent possible subject to establishment of genuineness of the case and availability of suitable vacancy.
 - (a) Incumbents themselves suffering from or having dependent family members suffering from critical illnesses such as those pertaining to Cancer, Kidney / Heart diseases etc.
 - (b) Incumbents having dependent family members suffering from severe mental retardation or psychiatric problems
 - (c) Differently abled incumbents under PwD category
 - (d) Women incumbents having pregnancy related complications
5. If the spouse of any officer of the Department is also a Government employee in a transferable post, and the spouse is not immediately due for transfer, then the officer may be posted in the same headquarter as that of the spouse or in a nearby headquarter as far as practicable.
6. While effecting transfers and postings of Engineers of the Department, effort shall be made to take their stream of Engineering Qualification (i.e whether Civil, Mechanical or Electrical) into account so that all Divisions get at least one Engineer of each stream as far as practicable.
7. All requests or applications for transfer / modification of transfer shall have to be mandatorily placed before the Department through proper departmental channel observing due procedure and in conformity with all extant Conduct Rules.

(C) Implementation of transfer orders:

1. Once a transfer order is issued, the same shall be complied with by the concerned officer within 7 (seven) days of receipt of the same except otherwise specified or except when joining time is extended under compelling circumstances as deemed fit by Competent Authority.
2. Disciplinary action shall be initiated against officers who fail to comply with transfer orders.

(D) Modalities of routine transfers:

1. Details of officers going to complete 3 years in their present posts as on 1st January every year shall be worked out the end of January.
2. Proposals for transfer of these officers, in accordance with the provisions of this SOP, shall be submitted to the Competent Authority by February every year.
3. Notifications for routine transfer of those completing 3 years shall be made ready after due approval of Competent Authority by third week of March so that the transfers can be made effective from 1st April every year.

Any modification / relaxation in implementation of the above provisions in case of administrative or public exigency or any other emergent situation shall be at the discretion of the Competent Authority in Irrigation Department.

Signed by

Pabitra Ram Khaund

Date: 11-01-2024 17:49:52

Secretary to the Government of Assam,
Irrigation Department, Dispur, Guwahati-6

Memo No. IGN(E) 432479 / 6-A

Date : 11/01/2024

Copy to:-

- 1) The Chief Engineer (I) / Chief Engineer (M.I.), Assam, Chandmari, Guwahati-3 for kind information.
- 2) The Web Information Officer, Irrigation Department for information & necessary action to upload the notification in the Departmental Website
- 3) The P.S to Hon'ble Minister, Irrigation, Assam, for favour of kind appraisal of Hon'ble Minister, Irrigation, Assam.
- 4) The PS to the Additional Chief Secretary to the Govt. of Assam, Irrigation Department, Dispur, Guwahati-6 for favour of kind appraisal of the Additional Chief Secretary.
- 5) The PS to the Commissioner & Secretary to the Govt. of Assam, Irrigation Department, Dispur, Guwahati-6 for favour of kind appraisal of the Commissioner & Secretary

By order etc.,

Signed by

Arup Kumar Sarma

Date: 11-01-2024 17:53:07

Deputy Secretary (E) to the Government of Assam
Irrigation Department, Dispur, Guwahati-6