

GOVERNMENT OF WEST BENGAL  
DIRECTORATE OF PANCHAYATS & RURAL DEVELOPMENT  
11A, KIRAN SANKAR ROY ROAD  
PANCHAYAT BHAVAN :: KOLKATA – 700 001

No. 4251/II/DP/2T-3/2001

Dated : 07.09.09

To :

1) The District Magistrate,

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2) The District Panchayat & Rural Development Officer,

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Sir,

A copy of the amended General Guidelines in the matter of transfer of Panchayat Development Officers & Panchayat Accounts & Audit Officers under this Directorate is being sent herewith.

You are hereby informed that transfer of Panchayat Development Officers / Panchayat Accounts & Audit Officers will generally be made henceforth in accordance with the guidelines issued vide No. 4250/II/DP/2T-3/2001 dtd. 07.09.09.

Yours faithfully,



( Sundar Majumdar )  
Commissioner

Panchayats & Rural Development  
West Bengal

No. 4251/II/DP/2T-3/2001

Dated : 07.09.09

Copy forwarded for information to :

1. The Secretary to the Government of West Bengal, Department of Panchayat & Rural Development.
2. The General Secretary, West Bengal, (Panchayat Departmental Officers' Association), R-214/1, Garden Reach Road, P.O.- Garden Reach, Kolkata – 24.
3. The General Secretary, West Bengal, Panchayat Departmental Accounts & Audit Officers' Association (Central Committee), Karmachari Bhavan, Rishi Bankim Sarani, Barasat, North 24- Parganas, Kolkata – 700 124.



Commissioner  
Panchayats & Rural Development  
West Bengal

GOVERNMENT OF WEST BENGAL  
DIRECTORATE OF PANCHAYATS & RURAL DEVELOPMENT  
11A, KIRON SANKAR ROY ROAD  
PANCHAYAT BHAVAN:: KOLKATA-1

Memo No. :4250 /II/DP/2T-3/2001

Dated:07 .09.2009

**ORDER**

**GUIDELINES REGULATING THE TRANSFER OF P.D.O AND P.A & A.O UNDER THE DIRECTORATE OF  
PANCHAYATS & RURAL DEVELOPMENT, WEST BENGAL**

*In cancellation of the General Guidelines issued vide memo no. 1072/II/DP/2T-3/2001 dtd. 22.05.2003 & no.-2433/II/DP/2T-3/2001 dated : 17.06.2009 in the matter of transfer of P.D.O.s and P.A. & A.O.s under this Directorate, it has been decided that the following guidelines will generally be maintained in connection with the transfer of P.D.O.s and P.A. & A.O.s.*

*However, this order should not be interpreted as dilution of powers of the State Government/Appointing Authority in respect of transfers and postings.*

**A] : General Guidelines :**

1. *All Orders of transfer in respect of P.D.O.s and P.A. & A.O.s will be issued by the Commissioner of Panchayats & R.D.*
2. *If the transfers are to be made within the district, the D.P. & R.D.O. may initiate a proposal of such transfer on the basis of the above guidelines and submit the same by the month of March of a year for consideration and issue of transfer order from the Directorate.*
3. *Routine transfer orders will generally be issued at the end of each financial year and joining to the new places of posting must be completed within the month of June.*
4. *A P.D.O./ P.A.&A.O. shall be liable to be transferred after 5 years service in a particular place of posting in the interest of public service, excepting that the transfer may be made pre-maturely on an administrative ground or on health ground of the officer and / or members of his family, provided documents to substantiate the claim for health ground transfer are produced before the authority.*
5. *All the new recruits in the cadre of P.D.O./P.A.&A.O. may be posted in a remote or difficult place of posting and be withdrawn from the remote areas subject to service for 5 years as a general rule.*
6. *An Officer who is due to be transferred as per above transfer guidelines, but who has only 5 years of service or less to retire may be considered for posting as far as practicable to a place of his own choice near to his/her home station, which will be considered as transfer on own seeking.*

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7. *Mutual transfers will be allowed to the officers only when they have completed at least 2 years tenure in any particular place of posting. Mutual transfers will not be considered for such location where any of the officers are getting posted, is either home Block or such place of posting where she/he has been posted previously.*
8. *An Officer whose spouse is also a Government employee may be transferred as far as possible, to a place so that the couple may stay in the same station, but this will not contravene the set norms of the transfer policy*
9. *A sincere and hard working Officer who has at least 5 years seniority in service may be posted at the Office of the District Panchayat & R.D. Office, and their posting will be of a period not exceeding 5 years duration .*
10. *A competent officer posted in the Head Quarter of the District may be retained beyond five years or thereafter accommodated in the Head Quarter of another District or in a training centre / E.T.C, to the extent possible.*
11. *The association may be consulted in the case of transfer of the President, Secretary and Treasurer of the State Level committee, who will not be generally transferred during their tenure as Office bearer for the relevant year following the last Annual General Meeting. The Officers' Association should submit the names of these office bearers of the respective associations to the Commissioner of Panchayats & Rural Development, West Bengal after the end of the State Level Conference.*

**B] Policy in respect of Direct Recruits :**

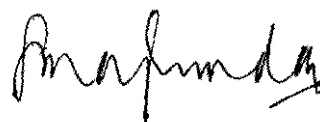
1. *She/he will be initially posted in a remote Block usually distant from his home place.*
2. *Her/His subsequent postings will be in such Blocks which will have better travel-communication to her/his home place but not within the home district.*
3. *She/he may be considered for posting within the home district at the time she/he approaches superannuation.*

**C] Policy in respect of promote / selectee officer :**

1. *An Officer who is appointed to the post of P.D.O. on promotion / to the post of P.A.&A.O. on selection shall not be posted to the Blocks where he was posted in the lower feeder post before such promotion / selection.*

2. *She/he will be initially posted in a remote Block distant from her/his home place.*
3. *Her/His subsequent postings will be in such Blocks which will have better travel-communication to her/his home place but not within the home district.*
4. *She/he may be considered for posting within the home district at the time she/he approaches superannuation.*

*The undersigned reserves the right to alter / modify any point as stated above and to add any point if necessary.*



**(SUNDAR MAJUMDAR)**

Commissioner  
Panchayats & Rural Development  
West Bengal