



ABTRACT

Tamil Nadu Medical Service - Counselling for transfer and promotion - Revised guidelines issued.

Health and Family Welfare (A1) Department

G.O. (2D) No. 131

Dated: 20.11.2007.
Sarvajith, Karthikai-4
Thiruvalluvar Aandu - 2038

Read:

1. G.O.(D) No.508, Health, dated 10.04.2002.
2. G.O.(Rt) No.2143, Health, dated 8.10.2002.
3. Government Letter No.35497/A1/02-1, Health, dated 18.10.2002.
4. Government Letter No.52668/A1/2002-1, Health, dated 23.10.02.
5. Government Letter No.54453/A1/2002-1, Health, dated 23.12.02.
6. Government Letter No.55147/A1/02-3, Health, dated 14.01.2003
7. Government Letter No.54453/A1/02-3, Health, dated 12.03.2003
8. Government Letter No.42941/A1/03-1, Health, dated 29.10.2003
9. Government Letter No.50250/A1/03-1 Health, dated 27.11.2003
10. Government Letter No.52631/A1/03-1, Health, dated 15.12.2003
11. Government Letter No.52427/A1/03-1, Health, dated 16.12.2003
12. Government D. O. Letter No.12858/A1/04, Health, dated 10.03.2004.
13. Government Letter No.32639/A1/04-1, Health, dated 05.08.2004
14. G.O.(Rt) No.1277, Health, dated 5.8.2004.

ORDER:

The Government have introduced a counselling system and issued guidelines from time to time for conducting counselling for transfer and promotion of Medical / Para Medical personnel working in Health and Family Welfare Department in the Government orders and Government letters read above.

2. The Government again examined the matter and have decided to extend the salient features of the guidelines being followed in transfer and promotion of teachers in Education department to the Health and Family Welfare Department. They accordingly direct that the revised guidelines laid down in the Annexure to this order shall be followed for conducting counselling for promotion / transfer of the medical para medical

and non-medical staff under the administrative control of the Health and Family Welfare Department with immediate effect.

(BY ORDER OF THE GOVERNOR)

V.K.SUBBURAJ
SECRETARY TO GOVERNMENT

To,

All Heads of Departments.

All Service Sections in Health and Family Welfare Department, Chennai-9.

Sf/Sc

/Forwarded by order/

SECTION OFFICER

ANNEXURE

HEALTH AND FAMILY WELFARE DEPARTMENT

GUIDELINES FOR TRANSFER AND PROMOTION

(Issued with G.O.(2D) No.131 H & FW Dept. dated 20.11.2007)

1. *Periodicity of Counselling:*

- 1.1 Counselling for transfer within the Directorate shall be held once in a year during May.
- 1.2 Counselling for inter-Directorate transfer shall be held once in a year during June. However, this condition is not applicable for the transfer of Staff Nurses.
- 1.3 Counselling for the post of Nurses for transfer and promotion shall be conducted jointly by the Director of Medical Education and the Director of Medical and Rural Health Services.

2. *Re-Counselling for filling up vacancies arising as a result of Counselling:*

- 2.1 Re-Counselling for filling up of the vacancies arising as a result of Counselling should be conducted seven days after the original date of counselling. Only Director of Medical Education can conduct recounselling. Promotion counselling may be conducted on the date of recounselling itself. No recounselling should be conducted in respect of other Directorates.

3. *Venue for the Counselling:*

- 3.1 Counselling and Re-counselling should be conducted in an Auditorium or a large hall fitted with a Public Address System.

4. ***Vacancies to be notified for Counselling:***

4.1 Promotion or transfer shall be considered for the following categories only:-

Vacancies arising due to

- retirement including voluntary retirement
- death
- promotion of incumbents
- newly created posts and
- administrative transfer

4.2 Promotion Counselling shall be conducted based on regular panels prepared and published by competent authority.

4.3 Vacancies arising up to the end of April shall be taken into account for transfer and promotion Counselling

4.4 Posts wherein the incumbent is on leave or unauthorised absence for more than two months shall be notified as vacancies for counselling.

4.5 However, the following vacancies shall not be notified:-

In the case of teaching institutions, specialties where the vacancies in the category (say Professor, Reader etc.) are less than 10% of the sanctioned strength (until such time the vacancy position in that speciality in each teaching institution reaches the level of 10% or less)

5. *Who is not eligible to participate in Counselling:*

- 5.1 In the case of teaching institutions, the staff from the specialities where the vacancies in the post are 10% or more;
- 5.2 In the case of medical institutions under the control of Director of Medical and Rural Health Services, the staff from the Districts where the total vacancies for that post are 20% or more or the staff from an institution where the total vacancies in that category are 20% or more even if the total vacancies in that category in the District are less than 20%.
- 5.3 In the case of Primary Health Centres, (a) Staff from a District where the total vacancies in that category (Medical Officers/Para Medical Staff) in the District are 10% or more; (b) staff from a Primary Health Centre where there is already a vacancy; (c) a lady Medical Officer from a Primary Health Centre where the posts of all other Medical Officers are vacant.
- 5.4 Medical Officers/ Staff who were transferred earlier but had gone on leave without joining there.
- 5.5 Medical Officers/Other Para Medical Staff/Staff Nurses/and other Staff who have been transferred on disciplinary grounds and those who are getting transfer as opted earlier and subsequently cancelled the posting on transfer for their own reason. They are not eligible to attend counselling for 3 years (or) till the disciplinary case is over, whichever is earlier.

- 5.6 Medical Officers, whether appointed through Tamil Nadu Public Service Commission or through Employment Exchange who have not completed one year of service.
- 5.7 Medical Officers, Para Medical Staff and Staff Nurse who have not completed one year after their last Counselling, excluding the period spent on leave. The Staff Nurse, who were appointed on contract basis, shall be allowed to participate in the next counselling, as they were posted in far of places at the time of initial appointment.
- 5.8 Medical Officers with Post Graduate/diploma qualification/super specialities shall not be considered for posting in ESI Dispensaries.
- 5.9 Medical Officers and Para Medical Staff who are newly recruited as well as the Medical Officers who report for duty on completion of Post Graduate Degree Course should be posted only in the Districts where there are more vacancies, viz., more than 15% in the case of Directorate of Medical and Rural Health Services and more than 10% in the case of Primary Health Centres.
- 5.10 As pointed out in para 5.7 above, any person who is posted to a particular place after counselling will have to work there for a minimum period of one years excluding any leave period and he or she is not eligible to attend any counselling till that period is over. However, due to administrative exigencies, the Government may transfer any persons, even prior to completion of two years, if need arises.

- 5.11 In the interest of maintaining the quality of the Medical Education and the Medical services, the Government reserve the right to interchange (or) transfer person occupying in the top posts in the premier Institutions.
- 5.12 It is the responsibility of the Deans or Heads of Institutions or Departments to ensure that Medical Officers/Para-medical staff, Staff Nurses ineligible to take part in Counselling as narrated in paragraphs 5.1 to 5.7 are not issued the clearance to attend the counselling.
- 5.13 In the case of Primary Health Centres, where there are only 2 sanctioned posts of Medical Officers, at least one Medical Officer should be available and in the case of Primary Health Centres, Non-Taluk/Taluk Hospitals and ESI Dispensaries, where there are 3 sanctioned posts of Medical Officers, minimum 2 Medical Officers should be available. Wherever there are no lady doctors available in Primary Health Centre, vacancies in such Primary Health Centres shall be reserved for women.

6. **Vacancies should be notified in the website every month**

- 6.1 Every month-end, the details of vacancies, the cause of each vacancy and the date from which the vacancy arose should be displayed in the official Web-site of the Health department viz., www.tnhealth.org and a report in this regard should be sent to the Government by the 5th of the succeeding month.

7. **Consolidated vacancies to be published before Counselling:**

- 7.1 These vacancies, compiled and published every month, should be consolidated and published before the Counselling date. To be specific, the vacancies to be filled up during the Counselling should be published in the official website of the Health Department (viz., www.tnhealth.org) and in the Notice Boards of all the Medical Institutions by 7th April/7th May for the Counselling to be held in May/June respectively.
- 7.2 List of vacancies once notified for Counselling, should not be modified without the approval of the Government.

8. **Notification of the schedule and venue of counselling and the vacancies:**

- 8.1 Along with the consolidated list of vacancies, the schedule and venue for counselling should be published in the official website of the Health Department (viz., www.tnhealth.org) and in the Notice Boards of all the Medical Institutions by the 7th of the previous month, viz., 7th April for the Counselling to be held in May, by 7th May for the Counselling to be held in June.
- 8.2 Similarly, in respect of the vacancies arising as a result of Transfer Counselling, the schedule, venue and vacancies to be filled up during Re-Counselling should be published in the website and in the Notice Boards of the concerned Heads of Departments within seven days of Counselling. There should be a clear gap of atleast five working days between the date of publication of the schedule and the actual date of Re-counselling. Even for re-counselling, vacancies once notified cannot be modified without the approval of the Government.

9. **Persons seeking transfers should bring applications:**

- 9.1 All persons seeking transfers should bring their applications duly certified by the Head of Office for attending counselling. Production of fraudulent certificate will be viewed seriously and is liable for disciplinary action/suspension.
- 9.2 Before forwarding the application, the Head of the Institution should ensure that the Officer is not ineligible for taking part in Counselling.
- 9.3 The transfer applications shall be registered by the Head of Department assigning serial numbers in the order of the date of receipt of application and an acknowledgement with the Serial Number should be provided to the applicants.

10. **Criteria and method for Promotion/Transfer:**

- 10.1 No mutual transfers shall be considered.
- 10.2 Transfer Counselling should be completed on the same day before starting promotion counselling.
- 10.3 Promotion to the posts shall be made by counselling in the order of seniority. If the senior is not willing to take up the posts, he should relinquish his right for promotion in writing either temporarily or permanently at the time of counselling and the next eligible person may be promoted and posted in that vacancy.
- 10.4 If a person eligible for promotion does not relinquish his right, but chooses to absent himself on the day of Counselling, or if he attends the Counselling but fails to relinquish, it shall be deemed that he is willing to be considered for promotion and shall be promoted and posted to one of the vacancies at the discretion of the Director Government. If he does not join the new post, it will be viewed as an act of indiscipline disobedience and dereliction of duty entailing disciplinary action.

- 10.5 For transfer within the Directorate, Station Seniority will be the criterion for priority whereas in the case of inter Directorate transfers, service seniority will be criteria for priority.
- 10.6 For counting station seniority, actual period of duty in the present posting alone will be counted, excluding period spent on leave like Earned leave, Medical Leave, Extra-ordinary leave etc., and period of unauthorised absence.
- 10.7 In respect of vacancies in the teaching institutions in Chennai City listed out in (a) (b) and (c) below, seniority as per the Civil Medical List (CML) for Assistant Surgeons and panel seniority/seniority as per date of promotion for Readers and other higher categories will be the criterion for priority and not station seniority for the Medical Officer's working in the Chennai City Institutions. For the remaining vacancies the Medical Officer's from Mofussil Institution will be considered as per station seniority.
- (a) Madras Medical College, Chennai including Government General Hospital, Chennai, Institute of Child Health and Hospital for Children, Chennai, Institute of Obstetrics and Gynaecology and Hospital for Women and Children, Chennai, Regional Institute of Ophthalmology and Government Ophthalmic Hospital, Chennai, Institute of Mental Health, Chennai, Kasturba Gandhi Hospital for Women and Children, Chennai and Institute of Thoracic Medicine, Chetpet, Chennai.
- (b) Stanley Medical College/Hospital, Chennai including Government RSRM Lying-in Hospital, Chennai, Government Thiruvotteeswarar Hospital for Thoracic Medicine, Otteri, Chennai and Government Hospital for Thoracic Medicine, Tambaram, Chennai.
- (c) Kilpauk Medical College/Hospital, Chennai including Government Royapettah Hospital, Chennai.

- 10.8 Medical Officers reporting from unauthorised absence should be treated as the junior most and posting should be given accordingly and they are not eligible for appearing for counselling for a period of one year.
- 10.9 Outcome of the counselling shall be determined and exhibited (except the cases where the Government is the transferring authority) on the day of Counselling itself.
- 10.10 Wherever Government orders are requested, proposals should reach the Government within 48 hours of completion of the Counselling.
- 10.11 Transfer on administrative grounds, or on complaints shall be effected only after conducting a detailed enquiry on the complaints, duly recording the reason in the file. All such transfers should be reported to the Government within a week.
- 10.12 In respect of Ministerial Staff, there is a General Ban for transfer at present, as per the orders issued in Letter No.5880/S/2002-3, Personnel and Administrative reforms department dated 3.4.2002.However request transfers and mutual transfers can be considered, subject to the conditions mentioned therein. However, promotion Counselling for filling up vacancies in respect of categories like Administrative Officers, Junior Administrative Officers, Non-Medical staff, Drivers, Ministerial staff and basic services is permissible.
- 10.13 As a rule, no transfer should be effected in-between the counselling periods, other than those required on administrative grounds, or in the public interest or in the interest of the medical education or public health. The transferring authorities can effect transfers of Medical Officers on administrative grounds,

if warranted. The Government should be kept informed regarding these transfers> If the transfer is based on allegations and charges, which should be recorded in writing.

- (i) Those transferred on account of administrative grounds/grounds of allegation will not be eligible for transfer for the next three years;
- (ii) Those who have obtained transfer orders on request cannot apply for transfer atleast for the next one years. This minimum period will not be applicable in case of those who are promoted.

10.14 However, vacancies arising in the inter-counselling period which in the opinion of the Director Government cannot be left vacant till next Counselling may be filled up by the Director/Government as the case may be purely on a temporary basis. Similarly when an officer reports for duty from leave or absence, he may be posted temporarily in a vacancy, but such postings should not be done in the institutions in Chennai City and its adjoining districts, Madurai or Coimbatore cities. A report on all such postings made by the Director of Medical Education should be sent to the Government for ratification within a week with full justification for the postings. The posts so filled up must invariably be notified as vacancies for the next counselling and the individuals posted temporarily in those posts must be directed to appear for counselling. No exceptions should be made to this rule.

11. Declaration to be obtained in respect of staff under Director of Public Health and Preventive Medicine after counselling:

11.1 The Director of Public Health and Preventive Medicine shall incorporate the following condition/undertaking in the declaration given by the Doctors, Village Health Nurse/Auxiliary Nursing Midwife/Sector Health Nurse/Community Health Nurse at the time of counselling:-

- In the case of conceding their request for transfer to their place of requirement, they must remain at the residential quarters/Headquarters as the case may be of the Primary Health Centre/Health Sub Centre concerned and in case they fail to remain at the residential quarters/Headquarters they accept to face disciplinary action against them including their transfer to a far away place.
- When such a condition/undertaking is accepted by more than one individual for the same place, then the station seniority will be considered among such of those persons for the transfer.