



NO.SO.ADMN.III(LG)4-163/2007*
GOVERNMENT OF THE PUNJAB
LOCAL GOVERNMENT & COMMUNITY DEVELOPMENT
DEPARTMENT

(ADMN-III SECTION)

Dated Lahore, the 02 July, 2018

To

- 1) All the Mayors
Metropolitan/ Municipal Corporations
In the Punjab.
- 2) All the Chairmen
Municipal Committees & District Councils
In the Punjab.
- 3) All the Chief Officers
Metropolitan/ Municipal Corporations
Municipal Committees and District Councils
In the Punjab.
- 4) All the Chairmen
Union Councils in the Punjab.

Subject:- **TRANSFER OF EMPLOYEES FROM ONE LOCAL GOVERNMENT TO THE OTHERS LOCAL GOVERNMENTS UNDER RULE 3(2) OF THE PUNJAB LOCAL GOVERNMENT SERVANT (SERVICE) RULES, 1997**

I am directed to refer to the above subject and state that it has been observed that in the past the heads of the local governments adopted illegal practice of transferring of employee of one local government to another local government under Rule 3(2) of the ibid rules reproduce below:-

"Servants of Local Councils may be transferred from one Local Council to another Local Council to an equal post, grade or cadre on their own request and in such a case they will be placed at the bottom of the seniority list of the relevant service of the Local Council to which they are transferred."

2. I am further directed to clarify that under Rule 3(2) ibid, only LG&CD Department is Competent to transfer any employee of local government from one Local Government to another either within a district or a division on his own request. Therefore, any such order (excluding the orders issued by the Commissioners, ex-DCOs/ DCs, Director Local Governments, Deputy Directors Local Governments and ADLGs on the basis of which the LG&CD Department approved the Schedule of Establishment of concerned Local Governments vide order No.SO.Admn-III(LG)Misc/2015(P-I) dated 19.04.2017 and the post of a transferee is now the part of approved Schedule of Establishment of a local government) already issued or to be issued by any authority other than the LG&CD Department is not warranted under the rule ibid and, thus, illegal and void ab-initio.

3. It is further added that before recommending any case of the transfer of an employee to the Department, the competent authority of the employee shall ensure that it meets the following conditions:-

- (i) transfer shall be made only against the available status vacant post;
- (ii) transfer shall be made only in case of acute hardship and on request of the officer/ official;
- (iii) NOCs from both the local governments shall be available;
- (iv) the transferred officer/ official shall be placed at the bottom of seniority list at the new place of posting;
- (v) the post against which incumbent is recommended to be transferred shall not be on promotion quota post rather the post be of initial appointment quota. This condition is very important to safeguard the interest of incumbents awaiting promotions which must not be blocked due to this transfer of incumbent from other LG;
- (vi) the post held by the officer/ official recommended to be transferred shall be abolished on such transfer.

4. The above instructions shall be adhered to in letter and spirit by the head of LGs, while issuing NOCs or recommending applications for transfer from one LG to another.


(SHAKEEL AHMED)
SECTION OFFICER (ADMN-III)

PC:-

1. PSO to Secretary, LG&CD Department.
2. PA to Additional Secretary (Admn.), LG&CD Department.
3. PA to Deputy Secretary (Admn.), LG&CD Department.