

**G.E.L.S.2019**  
**TOP PRIORITY**

**OFFICE OF THE CHIEF ELECTORAL OFFICER, TELANGANA**  
**Ground Floor, South 'H' Block, Secretariat, Hyderabad-500022.**

**Memo No. 399/Elecs.A1/2019-1**

**Dated: 22.01.2019.**

Sub:- General Elections to House of the People (Lok Sabha), 2019 -  
Transfer/Posting of Officers – Instructions – Issued - Reg.

Ref:- From E.C.I., New Delhi, Letter No.437/6/1/INST/FUNCT/MCC/2019,  
Dt: 16<sup>th</sup> January, 2019.

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Copy of the reference cited is communicated herewith to the Director General of Police, all Collectors & District Election Officers, Commissioner, GHMC & District Election Officer, Hyderabad and all Superintendents of Police. They are informed that the Election Commission of India, in pursuance of conduct of forth coming General Elections to House of People (Lok Sabha), 2019 and State Legislative Assemblies of Andhra Pradesh, Arunachal Pradesh, Odisha and Sikkim in a free and fair manner, has issued comprehensive guidelines for transfer of all officers, who are connected with conduct of elections directly in the States/UTs, as detailed below :

- i) No officer connected directly with elections shall be allowed to continue in the present district of posting:-
  - (a) if she/he is posted in her/his home district.
  - (b) if she/he has completed three years in that district during last four (4) years or would be completing 3 years on or before 31<sup>st</sup> May, 2019.
- ii) While implementing the above said instructions/transferring officers, the concerned departments of the State Govt. should take care that they are not posted in their home districts. It shall also be ensured that no DEO/RO/ARO/ Police inspectors/Sub-inspector or above is posted back or allowed to continue in the AC /district where he/she was posted during the General/Bye elections held in the Assembly prior to 31st May, 2017.
- iii) These instructions shall cover not only officers appointed for specific election duties like DEOs, Dy. DEOs, RO/AROs, EROs/AEROs, officers appointed as nodal officers of any specific election works but also district officers like ADMs, SDMs, Dy. Collector/Joint Collector, Tehsildar, Block Development Officers or any other officer of equal rank directly deployed for election works.

P.T.O.

- iv) These instructions shall also be applicable to the police department officers such Range IGs, DIGs, Commandants of State Armed Police, SSPs, SPs, Addl. SPs, Sub-Divisional Head of Police, SHOs, Inspectors, Sub-Inspector, RIs / Sergeant Majors or equivalent ranks, who are responsible for security arrangement or deployment of police forces in the district at election time.
- v) The police officials who are posted in functional departments like computerization, special branch, training, etc. are not covered under these instructions.
- vi) The Police Sub-Inspectors and above should not be posted in their home district.
- vii) If a police sub-Inspector has completed or would be completing a tenure of 3 years out of four years on or before the cutoff date in a police sub-division, then he should be transferred out to a police sub-division which does not fall in the same AC. If that is not possible due to small size of district, then he/she should be transferred out of the district.
- viii) During an election a large number of employees are drafted for different types of election duty and the Commission has no intention of massive dislocation of state machinery by large scale transfers. Hence, the aforesaid transfer policy is normally not applicable to officers/officials who are not directly connected with elections like doctors, engineers, teachers/principals etc. However, if there are specific complaints of political bias or prejudice against any such govt. officer, which on enquiry, are found to be substantiated, then CEO/ECl may order not only the transfer of such official but also appropriate departmental action against the said officer.
- ix) The officers appointed as Sector Officer/Zonal Magistrate involved in election duties are not covered under these instructions. However, the observers, CEO/DEOs and ROs should keep a close watch on their conduct to ensure that they are fair and non-partisan in the performance of their duties.
- x) While calculating the period of three years, promotion to a post within the district is to be counted.
- xi) These instructions do not apply to the officers posted in the State headquarters of the department concerned.

- xii) It is further directed that the officers/officials against whom the Commission had recommended disciplinary action in past and which is pending or which has resulted in a penalty or the officers who have been charged for any lapse in any election or election related work in the past, shall not be assigned any election related duty. However, an officer who was transferred during any past election under the Commission's order without any recommendation of disciplinary actions will not be, just on this ground, considered for transfer, unless specifically so directed by the Commission. A copy of the Commission's instruction number 464/INST/2008-EPS dated 23<sup>rd</sup> December 2008 regarding tracking of names of tainted officers is enclosed. CEOs must ensure its compliance.
- xiii) The Commission further desires that no officer/official, against whom a criminal case is pending in any court of law, be associated with/deployed on election related duty.
- xiv) Further, the Chief Electoral Officer of the State/UT shall invariably be consulted while posting the persons in place of present incumbents who stand transferred as per the above policy of the Commission. A copy of each of the transfer orders issued under these directions shall be given to the Chief Electoral Officer without fail.
- xv) The transfer orders in respect of officers/officials, who are engaged in the electoral rolls revision work, if any, during an election year shall be implemented only after final publication of the electoral rolls, in consultation with the Chief Electoral Officer concerned. In case of any need for transfer due to any extra ordinary reasons, prior approval of the Commission shall be taken.
- xvi) Any officer, who is due to retire within the coming six months will be exempted from the purview of the Commission's directions mentioned in para-3. Further, officer falling in the category (home/3+ criteria and due to retire within 6 months) if holding an election related post mentioned in para 6.1 and 6.2, shall be relieved of that charge and not be associated with any election related duty. It is however, reiterated that such retiring officer need not be transferred out of the district.
2. A detailed review may, therefore, be undertaken in all districts and all such officers be posted out of their home districts or out of the district or out of Police Sub-division and Assembly Constituency in the case of Sub-Inspectors of Police, where they have completed or will complete three years of service, on the cutoff date (28.02.2019) or working in native district and also to ensure that the cut-off date prescribed i.e., 28.02.2019 should be followed scrupulously for calculating the three year period.

3. The Director General of Police and all the District Election Officers are requested to prepare the department-wise lists of Officers to be transferred from out of their district and send to the concerned transferring authority of the department, under a copy to the Chief Electoral Officer, and ensure that new incumbents are posted immediately in their place.
4. They are also requested to bring the above instructions to the notice of all concerned for strict compliance that this exercise shall be thoroughly reviewed by them periodically and ensured that no such officer coming under the purview of the said instructions of the Commission is left out from his/her transfer, so as to avoid further complaints from the citizens as well as the representatives of the Political Parties and also that all this exercise of transfers, postings and joining of new incumbents shall be completed by 28.02.2019.
5. They are further requested to furnish a compliance report on 01.03.2019 about the completion of transfers, postings and joining of all new incumbent officers and that no officer coming under the purview of the said instructions of the Commission is left out from his/her transfer, for onward transmission to the Commission.
6. They are further informed that separate proposal shall be send to **G.A.(Elections-D) Department** with regards to transfer of **DEO/R.O./ARO**.
7. All the Departments of Secretariat are requested to communicate these instructions to all the Heads of Departments under their control with a direction to process the proposals and issue transfer and posting orders in the matter in consultation with the Chief Electoral Officer, immediately as and when received from the District Election Officers /Superintendents of Police or any other competent authority and also to ensure that all this exercise shall be completed by 28.02.2019 without fail,, so as to send a compliance report to the Commission by 01.03.2019, as desired by the Commission. Any delay in non-completion of the said exercise by 28-02-2019, the matter will be viewed seriously by Election Commission of India.

**DR.SHAILENDRA KUMAR JOSHI**  
**CHIEF SECRETARY**

To

The Director General of Police, Telangana, Hyderabad (w.e)  
All Collectors & District Election Officers in the State (w.e)  
The Commissioner, GHMC & District Election Officer, Hyderabad (w.e).  
The Collector, Hyderabad (w.e)  
All the Superintendents of Police in the State. (w.e)  
All the Commissioners of Police in the State (w.e)

**Copy to:**

All Special Chief Secretaries/Principal Secretaries and Secretaries to Govt. (w.e)

Cont... to Page 5.



The Addl. Director General of Police (L&O), Telangana, Hyderabad(w.e)  
The Chief Commissioner of Land Administration, Telangana, Hyderabad (w.e)  
The Commissioner of Survey & Land Records, T.S., Hyderabad (w.e)  
All Departments of Secretariat (w.e)  
General Admn. (Spl.A) Department (w.e)  
Revenue (Ser.I) Department (w.e)  
All Officers and sections in G.A. (Elections) Department (w.e)  
PS to Chief Secretary (w.e)  
PS to Chief Electoral Officer (w.e)  
Sri Narendra N.butolia, Principal Secretary, Election Commission of India,  
Nirvachan Sadan, Ashoka Road, New Delhi.  
SF/SCs.

**// FORWARDED BY ORDER //**

  
**SECTION OFFICER.**



# ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No.437/6/1/INST/ECI/FUNCT/MCC/2019

Dated: 16<sup>th</sup> January, 2019

To

1. The Chief Secretaries to all the States and Union Territories.
2. The Chief Electoral Officers of all the States and Union Territories.

**Subject:-** General Elections to House of the People (Lok Sabha), 2019 and State Legislative Assemblies of Andhra Pradesh, Arunachal Pradesh, Odisha and Sikkim - Transfer/Posting of officers - regarding.

Sir/Madam,

I am directed to state that the term of existing House of the People (Lok Sabha) and State Legislative Assemblies of Andhra Pradesh, Arunachal Pradesh, Odisha and Sikkim are upto 3<sup>rd</sup> June, 2019, 18<sup>th</sup> June, 2019, 1<sup>st</sup> June, 2019, 11<sup>th</sup> June, 2019 and 27<sup>th</sup> May, 2019, respectively.

2. The Commission has been following a consistent policy that officers directly connected with conduct of elections in an election going State/UT are not posted in their home districts or places where they have served for considerably long period.

3. Hence, the Commission has decided that no officer connected directly with elections shall be allowed to continue in the present district of posting:-

(i) if she/he is posted in her/his home district.

(ii) if she/he has completed three years in that district during last four (4) years or would be completing 3 years on or before 31<sup>st</sup> May, 2019.

4. While implementing the above said instructions/transferring officers, the concerned departments of the State Govt. should take care that they are not posted in their home districts.

It shall also be ensured that no DEO/RO/ARO/ Police inspectors/Sub-inspector or above is posted back or allowed to continue in the AC /district where he/she was posted during the General/Bye elections held in the Assembly prior to 31<sup>st</sup> May, 2017.

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5. If any small state/UT with a few number of districts, face any difficulty in compliance of the above instruction, then it may refer the specific case with reasons to the Commission through CEO for exemption and the Commission would issue directions, if considered necessary.

6. Applicability-

6.1 These instructions shall cover not only officers appointed for specific election duties like DEOs, Dy. DEOs, RO/AROs, EROs/AEROs, officers appointed as nodal officers of any specific election works but also district officers like ADMs, SDMs, Dy. Collector/Joint Collector, Tehsildar, Block Development Officers or any other officer of equal rank directly deployed for election works.

6.2 These instructions shall also be applicable to the police department officers such as Range IGs, DIGs, Commandants of State Armed Police, SSPs, SPs, Addl. SPs, Sub-Divisional Head of Police, SHOs, Inspectors, Sub-Inspector, RIs / Sergeant Majors or equivalent ranks, who are responsible for security arrangement or deployment of police forces in the district at election time.

7. Following clarifications/relaxations issued by the Commission, from time to time, are for information/guidance of all the concerned:-

- (i) The police officials who are posted in functional departments like computerization, special branch, training, etc. are not covered under these instructions.
- (ii) The Police Sub-Inspectors and above should not be posted in their home district.
- (iii) If a police sub-Inspector has completed or would be completing a tenure of 3 years out of four years on or before the cutoff date in a police sub-division, then he should be transferred out to a police sub-division which does not fall in the same AC. If that is not possible due to small size of district, then he/she should be transferred out of the district.
- (iv) During an election a large number of employees are drafted for different types of election duty and the Commission has no intention of massive dislocation of state machinery by large scale transfers. Hence, the aforesaid transfer policy is normally not applicable to officers/officials who are not directly connected with elections like doctors, engineers, teachers/principals etc. However, if there are specific complaints of political bias or prejudice against any such govt. officer, which on enquiry, are found to be substantiated, then CEO/ECI may order not only the transfer of such official but also appropriate departmental action against the said officer.
- (v) The officers appointed as Sector Officer/Zonal Magistrate involved in election duties are not covered under these instructions. However, the observers, CEO/DEOs and ROs

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- should keep a close watch on their conduct to ensure that they are fair and non-partisan in the performance of their duties.
- (vi) While calculating the period of three years, promotion to a post within the district is to be counted.
  - (vii) These instructions do not apply to the officers posted in the State headquarters of the department concerned.
  - (viii) It is further directed that the officers/officials against whom the Commission had recommended disciplinary action in past and which is pending or which has resulted in a penalty or the officers who have been charged for any lapse in any election or election related work in the past, shall not be assigned any election related duty. However, an officer who was transferred during any past election under the Commission's order without any recommendation of disciplinary actions will not be, just on this ground, considered for transfer, unless specifically so directed by the Commission. A copy of the Commission's instruction number 464/INST/2008-EPS dated 23<sup>rd</sup> December 2008 regarding tracking of names of tainted officers is enclosed. CEOs must ensure its compliance.
  - (ix) The Commission further desires that no officer/official, against whom a criminal case is pending in any court of law, be associated with/deployed on election related duty.
  - (x) Further, the Chief Electoral Officer of the State/UT shall invariably be consulted while posting the persons in place of present incumbents who stand transferred as per the above policy of the Commission. A copy of each of the transfer orders issued under these directions shall be given to the Chief Electoral Officer without fail.
  - (xi) The transfer orders in respect of officers/officials, who are engaged in the electoral rolls revision work, if any, during an election year shall be implemented only after final publication of the electoral rolls, in consultation with the Chief Electoral Officer concerned. In case of any need for transfer due to any extra ordinary reasons, prior approval of the Commission shall be taken.
  - (xii) Any officer, who is due to retire within the coming six months will be exempted from the purview of the Commission's directions mentioned in para-3. Further, officer falling in the category (home/3+ criteria and due to retire within 6 months) if holding an election related post mentioned in para 6.1 and 6.2, shall be relieved of that charge and not be associated with any election related duty. It is however, reiterated that such retiring officer need not be transferred out of the district.
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- (xiii) It is further clarified that all the officials of the State (except those posted in the office of the Chief Electoral Officer), who are on extension of service or re-employed in different capacities, will not be associated with any election related work.
- (xiv) All election related Officers will be required to give a declaration in the format given below to the DEO concerned, who shall inform to CEO accordingly.

**DECLARATION**

**(To be submitted within 2 days after the last date of nomination papers)**

<p>I.....(Name).....presently posted .....from.....(Date) Do hereby make a solemn declaration, in connection with the current General/Bye election to Lok Sabha/.....(Legislative Assembly) that.....</p> <p>(a) I am not a close relative of any of the contesting candidates in the current election/leading political functionary of the state/district at the aforesaid election.</p> <p>(b) No criminal case is pending against me in any court of law.</p> <p>Note- If answer of (a) or (b) above is "YES", then give full details in a separate sheet.</p> <p>Dated.....</p> <p style="text-align: right;">(Name) Designation</p>
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NOTE- Any false declaration made by any officer shall invite appropriate disciplinary actions.

8. The Commission's aforesaid instructions shall be brought to notice of the concerned departments/offices or State Govt. for their strict compliance. The DEO or concerned district officers shall ensure that officers/officials who are transferred should immediately handover their charge without waiting for their substitute.

9. The Commission has further directed that transfers/postings of all officers covered under the above instructions shall be done by 28<sup>th</sup> February, 2019, and compliance reports with details of action obtained from the concerned departments/offices of State Government furnished to the Commission by first week of March, 2019.

10. Kindly acknowledge receipt of this letter.

Yours faithfully,

  
(NARENDRA N. BUTOLIA)  
PRINCIPAL SECRETARY

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# ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001.

No 464/INST/2008/EPS

Date: 23<sup>rd</sup> December 2008

To

The Chief Electoral Officers  
of all States/UTs

Subject: Tracking the names of officers transferred by the order of the Election Commission of India charged with dereliction of duty etc.

Ref: No.437/6/2006-PLN.III dated 6<sup>th</sup> November,2006 & ECI message No.100/1994-PLN.I dated 28.3.1994 addressed to the CEOs of all States & UTs

Sir/Madam,

The Election Commission of India vide the instruction referred to above had directed that a detailed review shall be undertaken before every election in all districts and all such officers should be posted out of their home districts or district where they have completed a tenure of 3 years out of 4 years, and had further directed that officers/officials against whom Commission has recommended disciplinary action or who have been charged for any lapse in election or election related work or who were transferred under the orders of the Commission in the matter may not be assigned to any election related duty

However, it was observed during recent elections that in spite of efforts made by the CEOs and the DEOs to comply the above instruction of the Commission, there were still some instances of the officers who come under the above criteria and liable to be transferred out of the district to a non election related assignment but managed to stay back and the Commission came to know about this only at a later stage through complaints being raised by various political parties and members of public. These incidents, though few in numbers, send a wrong signal at the field level and non maintenance of proper information about the officers liable to be transferred on the above criteria has been recognised as a reason for some stray incidents of non-compliance. In order to remove the possibility of the occurrence of such incidents in future, the Commission has issued the following directions to make the existing instruction more effective:-

- I. The CEO of the State shall maintain a register in which the information about IAS/IPS officers, DEOs, ROs and EROs transferred by the order of the Election Commission and against whom Commission has recommended disciplinary action or who have been charged for any lapse in election or election related work shall be maintained.
- II. Similarly, the DEO will maintain a register containing information about other junior officers and other staff.
- III. Within 7 days of the announcement of elections by the Election Commission of India the CEO of the State will send a compliance letter to the Zonal Secretary in the Commission confirming that all the officers coming under the above criteria have been transferred. Similarly he shall obtain a similar

compliance certificate from all the DEOs confirming that all the officers/staff coming under the above criteria have been transferred to non election related assignment and out of the district

- IV. With reference to transfer of officers coming under '3 years out of 4 years criteria' and the home district criteria, DEOs shall ensure compliance in respect of ROs, EROs, AROs and AEROs and other election related officials and send a letter to CEO within the time, if any, stipulated for this purpose by the Election Commission of India or CEO and if not, within 7 days of issue of press note announcing the elections. Similarly, information related to DEOs, SSP and SPs and other senior police officials connected with the election work shall be maintained by the CEO and compliance by the State Govt shall be ensured at his level. Compliance regarding the transfer of these officers shall be collected from the DEOs and the CEO of the State shall send a consolidated letter of compliance to the Zonal Secretary within 7 days of the announcement of election.
- V. To facilitate the submission of this compliance letter within 7 days of the announcement of election, the CEO and DEO shall collect the information and ensure maintenance of register as stated above well in advance so that no time is lost.
- VI. There are many departments in the State Government that are involved in transferring officials and thereby accountable for the compliance of the above instructions of the Commission. The Commission's instruction regarding transfer of the officials during election shall be brought to the notice of the Secretaries of the departments concerned with a copy to the Chief Secretary. The Chief Secretary may be requested by the CEO to ensure that all the departments concerned comply with the Commission's instruction well in time.
- VII. With regard to bye-elections while the officers coming under the category, dealt within para marked as (I) shall be transferred out of the district within three days of announcement of bye-election and certainly before the first days of receipt of nomination whichever is earlier.
- VIII. The above instruction be followed without any deviation.

Yours faithfully,

(SHANGARA RAM)  
PRINCIPAL SECRETARY