TRANSFER & POSTING POLICY FOR THE MINISTERIAL OFFICIALS/OFFICERS OF DISTRICT JUDICIARY MANSEHRA.

INTRODUCTION:

Effective Human Resource Mobilization is a key to success and smooth functioning of affairs of any organization. The Transfer & Posting of the ministerial staff/officials is an important administrative function of the appointing Authority of District Judiciary in the light of National Judicial Policy & Directives of Hon'ble Peshawar High Court. The aim behind designing the policy of Transfer & Posting is to ensure transparency, efficiency, to encourage professionalism by recognizing and promoting merit and to provide all round experience to the individual serving as official/officer in District Judiciary Mansehra---Placing the right people in the right position at the right time.

Right now, there is no internal Transfer & Posting policy of ministerial officials/officers in the District Judiciary Mansehra. The formulation of policy for transfer & posting in District Courts, Mansehra is the need of the day. Transfer & Posting of officials/officers from one Court to another or allied offices is being run on the basis of general knowledge/information without proper working and knowing the skills of the individual.

Before formulating the subject policy, brainstorm discussion was made during the meeting scheduled with all the ministerial officials/officers and the suggestions given by them were also taken into consideration.

Any suggestion for further improvement will be highly appreciated which may be brought to the notice of Hon'ble District & Sessions Judge, Mansehra.

This policy shall come into force at once.

OBJECTIVES:

- To increase the effectiveness of the District Judiciary Mansehra.
- To Promote merit and transparency.

- To adjust work force.
- To redress & decrease the agonies of the ministerial officials/officers.

ZONES:

For the purpose of transfer and posting of Ministerial officials/officers, the District Judiciary Mansehra is categorized into the following three Zones:

1. **District Head Quarter, Mansehra (Zone-I)**
2. **Tehsil Balakot (Zone-II)**
3. **Tehsil Oghi (Zone-III)**

TENURE:

- Tenure of stay in Zone I/Head Quarter Mansehra shall be three years.
- Tenure of stay in Zone-II/Tehsil Balakot shall be one year.
- Tenure of stay in Zone-III/Tehsil Oghi shall be one year.

ROTATION:

1. Those officials/officers who are permanent resident of District Mansehra/Head Quarter shall serve 03 years at Head Quarter/Zone-I and one year at Tehsil Balakot/Zone-II & one year at Tehsil Oghi/Zone-III.
2. Those officials/officers who are permanent resident of Tehsil Balakot/Zone-II and Tehsil Oghi/Zone-III shall serve three years at respective Tehsils and one year at Head Quarter/Mansehra.
3. Ordinarily, the officials/officers having at least 05 years' service length shall be posted at Tehsil Balakot/Zone-II and Tehsil Oghi/Zone-III.
4. The official/officers who are the resident of Tehsil Balakot/Zone-II shall not be posted at Tehsil Oghi/Zone-III, however, they shall be rotated in between Mansehra and Tehsil Balakot.

5. The official/officers who are the resident of Tehsil Oghi/Zone-III shall not be posted at Tehsil Balakot/Zone-II, however, they shall be rotated in between Mansehra and Tehsil Oghi.
6. Peons/Naib Qasids and attached Muharirs shall be rotated after one year.
7. The tenure in Allied offices i.e. Superintendent Office, COC office, English Branch, Server Room, Copying Branch, Record Rooms, Kiosk, Revenue Record Cell and Institution/Scanning Branch etc shall be Two Years based on seniority-cum-fitness and skills.
8. No consecutive posting in Allied Offices shall be permissible, except in unavoidable circumstances.
9. Upon completion of tenure of Two Years in allied offices the officer/officials, shall have to serve in Courts.
10. Naib Nazirs of the Process Serving Agency at Head Quarter and Tehsil Balakot shall be posted for one year on the basis of seniority-cum-fitness and efficiency including skills with special aptitude and they shall not be posted again in Process Serving Agency for next three years.
11. Those officials/officers who are at the verge of retirement in next 01 to 03 years shall not be posted out of their respective permanent residence zone.
12. No female shall ordinarily be posted out of her Zone/place of residence unless exigencies so require.
13. The official/officers who never remain posted at Tehsil shall come first for posting at Tehsils soon after commencement of this policy.
14. The officials/officers serving as Reader of the Court shall not ordinarily be posted as Reader for consecutive tenure at the same Tehsil/zone.
15. Those official/officers evaluated below average or awarded punishment shall not be assigned the similar posting unless

he/she earns one good PER, except those from skilled cadre such as Stenographer etc.

16. There shall be reserved pool, if possible comprising at-least one official/officer from each cadre to be available for make-shift arrangement of the staff.
17. In hardship cases, mutual transfer posting may be allowed.
18. Spade work for Transfers & Posting shall be carried out by the Senior Civil Judge (Admn), Mansehra and Superintendent.

HEALTH ISSUES ONLY IN SPECIAL CASES:

Those officials/officers having serious health issues i.e. Cancer, Cardiac, spinal etc to himself/herself and/or to family members, requiring specific medical treatment, shall be considered with due regard to such health issues. For this purpose, the official/officer has to inform the authority in writing with sufficient documentary proof. The authority shall verify the information and decide the gravity of the health issue that may be assessed as serious enough to be considered for the purpose of transfer and posting.

TRANSFER & POSTING TIME:

Routine transfers and postings shall be made in the months of March and September only. However, the authority may order transfer and posting where it is deemed appropriate owing to some unforeseen reasons and there shall be no restriction in cases where posting/transfer of official/officers become inevitable in other months due to promotion/retirement/creation of new posts/suspension due to disciplinary proceedings and adjustment of surplus staff.

CONDITIONS ETC WHEN CHARGE RELINQUISH

The following matters must be taken into consideration by each official/officers while making over the charge of an office besides others;

i. If the relieved official/officer is In-charge of certain accounts or cash, it must be accounted for to the new incumbent/successor.

ii. If the relieved official/officers are in the charge of some confidential documents, it must be handed over to the transferor/successor.

iii. If the relieved officials/officers are having some inquiries pending under Disciplinary Rules, those must be handed over with details to the new incumbent/successor.

iv. If the relieved officials/officers is having some keys of safe etc, those must be handed over to the successor/officer.

v. All the important directives of the authorities especially circulated from time to time must be brought into the notice of the successor particularly matters regarding standing directions for fiscal purpose.

vi. An inventory of all assets of Courts/Offices must be prepared and signed by both the predecessor as well as the successor.

vii. The Muharirs shall within three days hand over all the record including Judicial Files & Registers etc to the successor who shall within next three days verify the said record and shall submit his/her verification report to his/her reporting officer/Judicial Officer concerned.

POSTING TRANSFER OF PROCESS SERVING AGENCY:

The process serving agency is categorized into three zones.

Zone-A = Hard Zone

Zone-B = Soft Zone

Zone-C = Comfort Zone

The zones shall be rotated by the Senior Civil Judge (Admn), Mansehra after three months as per separate policy which is maintained in the office of Senior Civil Judge (Admn), Mansehra.

The process servers/bailiffs shall not be posted in the same zone unless completed their tenure in the remaining two zones.

Tehsil to Head Quarter and Head Quarter to Tehsil permissible transfer grant shall be allowed.

Drafted By

Senior Civil Judge (Judicial)
Mansehra

Approved By

(Zia –ur-Rehman)
District & Sessions Judge
Mansehra

OFFICE OF THE DISTRICT & SESSIONS JUDGE, MANSEHRA

No. 2184-2261 **Dated:** 02 / 03 /2022

1. The Registrar, Peshawar High Court, Peshawar.
2. Additional Registrar Peshawar High Court, Abbottabad Bench.
3. Member Inspection Team, Peshawar High Court, Peshawar.
4. Director Inspection, Secretariat of District Judiciary, Peshawar High Court, Peshawar.
5. Director H.R & W, Secretariat of District Judiciary, Peshawar High Court, Peshawar.
6. All the Judicial Officers, Mansehra.
7. All the ministerial officers/officials through notice board.
8. Media/Website of District Judiciary, Mansehra.
9. Office Copy.

02/03/22

(Zia-ur-Rehman)
District & Sessions Judge,
Mansehra