



Punjab State AIDS Control Society
NATIONAL AIDS CONTROL PROGRAMME
(Department of Health & Family Welfare)
Level IV, Prayaas Building, Sector-38 B, Chandigarh
Ph.No: 0172-2625718, 2636805,
E-mail: punjabacs@gmail.com



Transfer Order

To

Mr. Dilbagh Singh
Counselor, OST Centre
Civil Hospital, TarnTaran.

Sub: Transfer order from OST Centre Civil Hospital TarnTaran to OST Centre Civil Hospital Patti on administrative ground.

This is with reference to your performance assessment report for the year 2022-23 (**Annexure-1**) and following complaints:-

1. That you have obtained 6.7 overall grading in the assessment report for the year 2022-23.
2. That as per instructions received from NACO vide letter no. A-11011/05/2023 NACO (HR) dated 16th Feb, 2023(**Annexure-2**), if an employee scored between 60% to 80%, his or her contract will be renewed for 6 months only and the performance will be assessed after three months.
3. That a warning letter Dated 27-03-2020 (**Annexure-3**) was issued to you by Medical Officer, OST Centre CH TarnTaran regarding your punctuality and availing excess number of leaves. Also, your conduct was found unsatisfactory by MO I/c.
4. That another warning/complaint was received in the O/o PSACS through email dated 02-07-2020 forwarded by Medical Officer, OST Centre CH TarnTaran (**Annexure-4**), wherein it is informed that you were irregular, irresponsible and not punctual towards his duties. You were repeatedly taking leaves, not adhere to the office timings and mostly found absent from your work station. So, another warning was issued to you by the Medical Officer. But, no improvement was found in your work and conduct.
5. That with regard to the complaint received against you as mentioned at point no. 4, another warning letter No. PSACS/TI/20-21/2124 Dated 10-08-2020 (**Annexure-5**), was issued to you by this PSACS office and directed to stick with the office timings and avoid taking excess leaves else your services will be terminated.
6. That your contract for the year 2020-21 was renewed without increment (without increment for first three months of contract period) since you were found irregular and casual towards duty.
7. That as per assessment report for the year 2020-21, you have scored 53 marks (average) which has showed that there is no improvement in your behavior, approach towards duty and continued the same practice. So, another show cause notice No. PSACS/Admn/2022/708 Dated 22-01-2022 (**Annexure-6**) was issued to you. Further, you were directed to explain your position with reasons for your average score of 53 and why your contract again be renewed without annual increment or your services will be terminated.

8. That in your reply received through email dated 28-01-2022, you have accepted that you have not performed upto mark due to your personal reasons and in future, you will improve performance and requested for another chance.
9. That taking into consideration your request, the contract for the year 2021-22 was renewed with last warning and without any increment.
10. That another complaint against you has been received in the O/o PSACS vide letter No. 1574 dated 22-06-2023 sent by SMO I/c (**Annexure-7**) and OST Centre (**Annexure-8**) Civil Hospital TarnTaran wherein it is informed they have received frequent from general public, patients and other staff regarding borrowing money on the pretext of providing them jobs but did not return their money. So, the SMO I/c has requested for your transfer to another place.
11. That Medical Officer OST Centre Civil Hospital Patti has also recommended your transfer to another place since your work was found average (**Annexure-9**).

Despite the warning letters and show cause notices which are issued, you have shown no improvement in your work and conduct. You continued to be irregular, irresponsible and not punctual towards your duties. Consequently, a show cause notice of termination no. PSACS/Admn/2023/184 Dated 05-07-2023 was issued to you to explain your position why your services should not be terminated as per the contract terms and conditions. Your reply was received through email dated 06-07-2023.

Afetrwards, you have been called in the O/o PSACS on 17-07-2023 for personal hearing. During the personal hearing, a written statement has been submitted by you wherein you have admitted the discrepancies found in your work and conduct. Moreover, you have also acknowledged that the due to some family issues, you have not performed duties well which let your performance down.

Therefore, in consideration of the above facts, on administrative ground, you have been transferred as per the details mentione below in the Table "A":-

Table "A" Transfer Order on administyratibe ground

Name	Present Posting	Transferred at	Remarks
Counselor			
Dilbagh Singh	OST Centre Civil Hospital TarnTaran	OST Centre Civil Hospital Patti	Against vacant post (On Administrative ground)

**Dated: Chandigarh,
20-07-2023**

**-sd-
Special Secretary, Health-cum-
Project Director, PSACS**

Endst. No. PSACS/HR/2023/281

Dated: 26/07/2023

A copy is forwarded to the following for information and necessary action:-

1. Civil Surgeon, TarnTaran
2. Senior Medical Officer, I/c Civil Hospital, TarnTaran/Patti
3. Nodal Officer, OST Centre, Civil Hospital, TarnTaran/Patti
4. JD(Prevention), PSACS



**Additional Project Director
Punjab State AIDS Control Society**